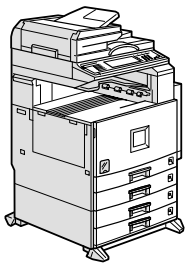
RICOH

Aficio™ 1224C/1232C

Operating Instructions

General Settings Guide



1 What You Can Do With This Machine
2 Basics
3 Combined Function Operations
4 Document Server
5 User Tools (System Settings)
6 Troubleshooting
7 REMARKS
8 Specification

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two AlGaInp laser diodes, 7-milliwatt, 645-660 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.4 “Machine Types”.)

- Type 1: Aficio 1224C
- Type 2: Aficio 1232C

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, NRG recommends that you use genuine NRG toner.

NRG shall not be responsible for any damage or expense that might result from the use of parts other than genuine NRG parts with your NRG office products.

Power Source

220 - 240V, 50/60Hz, 8A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.127 “Power Connection”.

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Notice

Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

The color on each Color key may differ slightly from that of the actual copy.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Notice To Wireless LAN Interface (option) Users

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at URL:

http://www.ricoh.co.jp/fax/ce_doc/.

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Note

❒ The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

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JPEG LIBRARY

- The software installed on this product is based in part on the work of the Independent JPEG Group.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

Notice

- B4 JIS, B5 JIS, B6 JIS are referred to as B4, B5, B6 in this manual.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

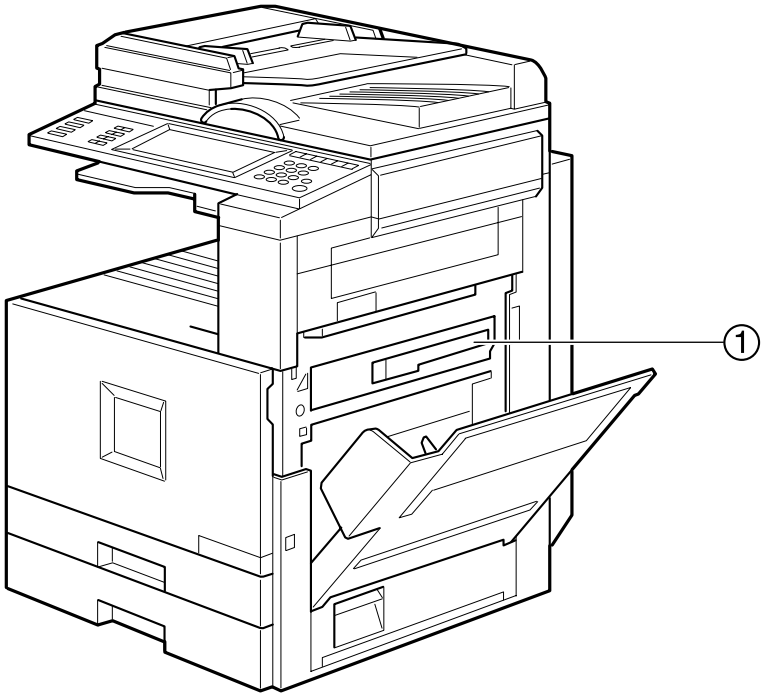
- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
  - ***You spill something into the machine.***
  - ***You suspect that your machine needs service or repair.***
  - ***The external housing of your machine has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer.***
- ***Dispose of the used toner bottle in accordance with the local regulations.***

⚠ *CAUTION:*

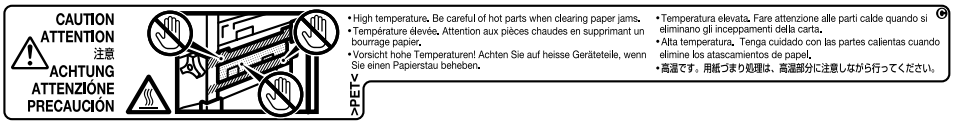
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*

Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION

This machine has labels and hallmarks for ⚠WARNING,⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



①

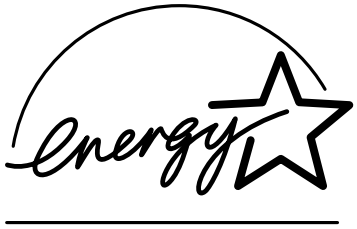

CAUTION
ATTENTION
注意
ACHTUNG
ATTENZIÓNE
PRECAUCIÓN
• High temperature. Be careful of hot parts when clearing paper jams.
• Température élevée. Attention aux pièces chaudes en supprimant un bourrage papier.
• Vorsicht hohe Temperaturen! Achten Sie auf heisse Geräteteile, wenn Sie einen Papierstau beheben.
• Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta.
• Alta temperatura. Tenga cuidado con las partes calientas cuando elimine los atascamientos de papel.
• 高温です。用紙づまり処理は、高温部分に注意しながら行ってください。
>PET<

ZGJS836E

ENERGY STAR Program

The machine model which meets the Guidelines is Type 2.

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power Mode
  This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you wish to make copies press the **【Energy Saver】** key first.

  Reference

  For details about how to change the default interval, see ⇒ p.68 "Energy Saver Timer".

- Off Mode(Copier only)
  To conserve energy, this product automatically turns off 60 minutes after the last copying or printing job has been completed. This function is called "Auto Off". Printing is available in this mode, but if you use the copier, press the operation switch.

  Reference

  For details about how to change the default interval, see ⇒ p.68 "Auto Off Timer".

- Duplex Priority
  The ENERGY STAR Program recommends use of the Duplex function. By conserving paper, this function helps the environment. For applicable machines, duplex function (one-sided original → two-sided copies) can be selected for when the operation switch or the main power switch is turned on, the **【Energy Saver】** key is pressed, or when the machine resets automatically.

  Reference

  To change the settings of the Duplex Priority mode, see "Duplex Mode Priority" in the Copy Reference.

		Copier only
Low Power Mode	Power consumption	128.2W or less
	Default interval	15 minutes
	Recovery Time	30 sec. or less
Off Mode	Power consumption	15 W or less
	Default interval	60 minutes

Duplex Priority	1 Sided→1 Sided

❖ Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

Manuals for this Machine

This is a multi-functional machine combining copier, facsimile, printer and scanner functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures for that functions. Please consult the relevant parts of manual.

❖ **General Settings Guide (this manual)**
Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options that allow you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **When using as a copier**

- Copy Reference
  Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals onto one sheet.

❖ **When using as a facsimile**

- Facsimile Reference (option)
  Describes the operational procedures and functions to use the machine as a facsimile.

❖ **When using as a printer**

- Printer Reference (option)
  Describes the system settings, procedures and functions for using the machine as a printer.

❖ **When using as a scanner**

- Scanner Reference (option)
  Describes the system settings, procedures and functions for using the machine as a scanner.

Machine Types

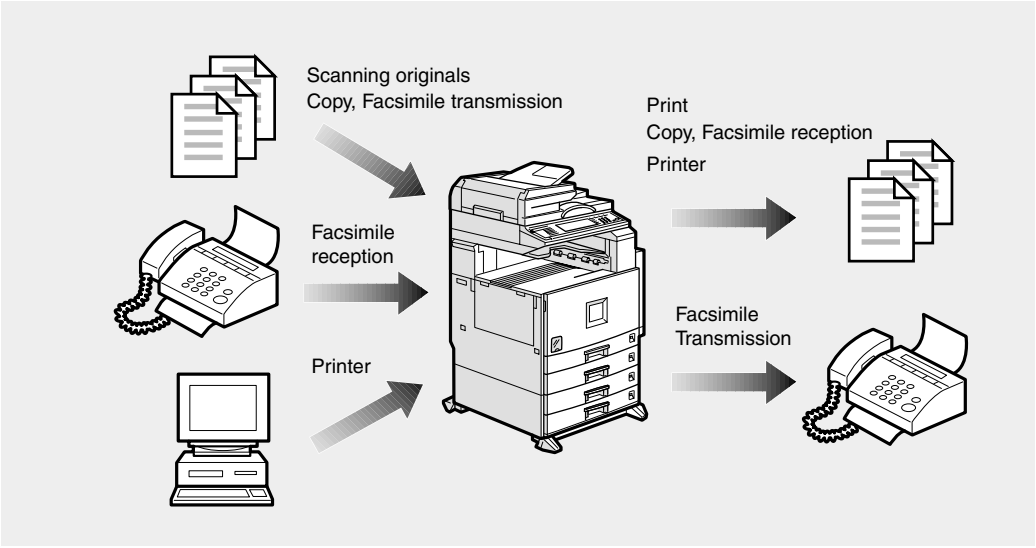
This machine comes in two models which vary in copy speed. To ascertain which model you have, see the inside front cover of this manual.

	Type 1	Type 2
Copy speed/Single Colour	24 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	32 copies/minutes (A4 ▯, $8^1/_2$" × 11" ▯)
Copy speed/Full Colour	8 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	10 copies/minutes (A4 ▯, $8^1/_2$" × 11" ▯)

1. What You Can Do With This Machine

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions. When you want to add a function, contact your sales or service representative.



Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install optional expansion memory for storage of document images, thereby making the best use of memory with various copy functions.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used and more data to be stored.

Printer Mode (Option)

You can print documents in colour under various environments. Installation of optional expansion memory allows more data to be stored, enabling automatic copy stapling.

Scanner Mode (Option)

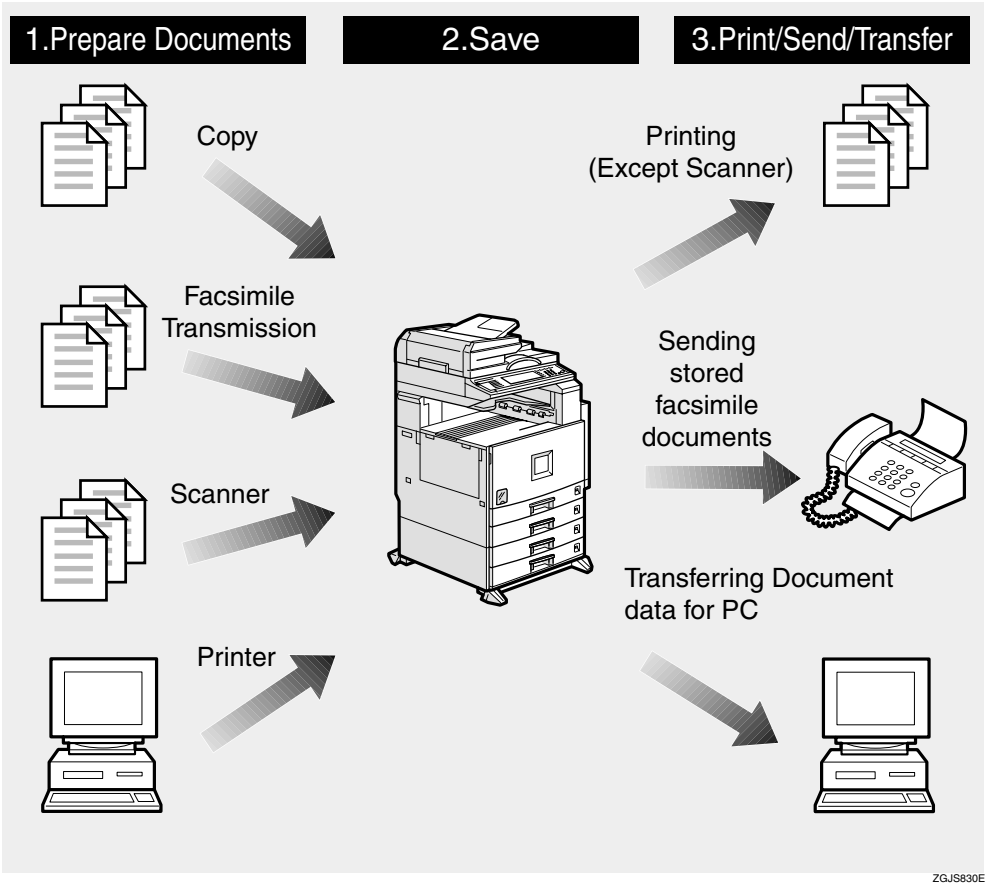
You can use this machine as a scanner.

It is also possible to E-mail scanned image as attached files via a LAN, or the Internet.

Document Server Mode

You can save documents from copy functions, facsimile transactions, the printer, and the scanner to the hard disk. Documents can be printed later [*1], sent later [*2], or you can transfer the document data to a PC [*3]. The machine can be controlled from a PC.

[*1] You cannot print documents saved with the scanner.
[*2] Only documents stored in facsimile mode can to be sent as faxes.
[*3] To transfer documents to a PC, DeskTopBinder V2 Professional/Lite must be installed. ⇒ p.7 "Operation from a Computer"



Note

❒ You can save the following:

- Data from documents scanned using the document feeder
- Data from documents scanned using the exposure glass
- Data sent from a computer

Important

- ❒ Do not turn off the main power switch when the Operation Switch is on or the On indicator is lit or blinking. If you turn it off during an operation, the memory or hard disk might be damaged.
- ❒ Avoid any strong shocks to the machine. This could damage the hard drive or delete stored files. For precautionary reasons, files should be copied to another local computer.
- ❒ Unauthorized access is possible to the Document Server when the network is connected to the Internet. To prevent the revelation of stored confidential documents, set a firewall between the network and the Internet.

❖ On Demand Printing

If you save your document in the Document Server, you can print it out at any time with print settings such as duplex and stapling.

❖ File Merge Printing

You can merge documents created with different applications or created separately on different computers.

You can merge documents sent from a computer with scanned paper originals.

❖ Facsimile Resend

You can send data stored in memory when necessary. You can merge and send data stored from previous faxes with additional scanned originals.

Reference

For details, see the “Facsimile Reference.”

❖ Operation from a Computer

If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer you can check the contents of stored documents, print copies for confirmation and perform other operations.

You can also perform tasks on data stored in the Document Server from your computer, rather than from the machine. These functions are available when the printer or the scanner function is installed.

Reference

For more detailed information, refer to DeskTopBinder V2 Professional/Lite manuals.

User Management

You can limit the users of the machine, and restrict their use of certain functions using user codes.

1

Using the User Code

The user is requested to enter a registered user code to operate the machine. You can check the use of the machine by each user.

❖ Managing items

- You can set allowed functions for each user as shown below.
- You can output a list of usage amounts for each user.

The functions you can limit are as follows:

Function	Mode	Functions available to set the usage limit	Functions which the usage amounts can be managed
Copy	Black & White	❍	❍
	Single Colour	❍	❍
	Two-colour	❍	❍
	Full Colour	❍	❍
Facsimile	Facsimile transmission	❍	❍
	Printing (when the document server is used) *2	--	❍ *1
Printer	Black & White	❍	❍
	Colour	❍	❍
Scanner	Scanner mode	❍	❍
Document server	Document server mode	❍	(depending on the mode to store the document) *2

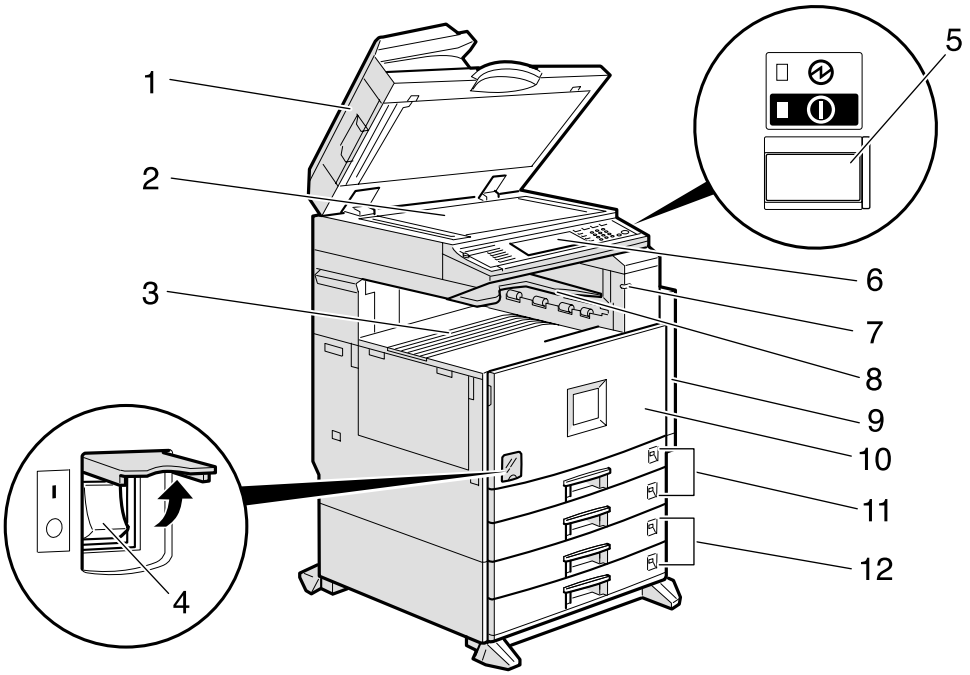
*1 The counter shows the number of copies when you print a document for transmission that is stored in the document server.

*2 When you print documents by pressing the 【Document Server】 key, the copy counter shows the number of copies for documents stored in copy mode, and for documents stored in facsimile mode or printer mode.

Reference

⇒ p.77 “User Code Management”⇒ p.83 “User Code”

Guide To Components



ZGJS001E

1. Exposure glass cover (option) or Document feeder (ADF) (option)

Lower the exposure glass cover over originals placed on the exposure glass for copying. If you have the document feeder, load a stack of originals here. They will be fed automatically, one by one.

(The illustration shows the document feeder.)

2. Exposure glass

Place originals face down here for copying.

3. Internal tray

Copied, printed paper or fax messages are delivered here.

4. Main power switch

If the machine does not operate after turning on the operation switch, check the main power switch is turned on. ⇒ p.20 "Turning On the Power"

5. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). ⇒ p.20 "Turning On the Power"

6. Control panel

⇒ p.12 "Control Panel"

7. Remove Paper Indicator

The indicator is lit when paper is output to the internal tray 2 (1 bin tray). If the internal tray 2 has not been installed, the indicator does not light.

8. Internal tray 2 (1 bin tray) (option)

9. Duplex unit (Unit for two-sided copies) (option)

10. Front cover

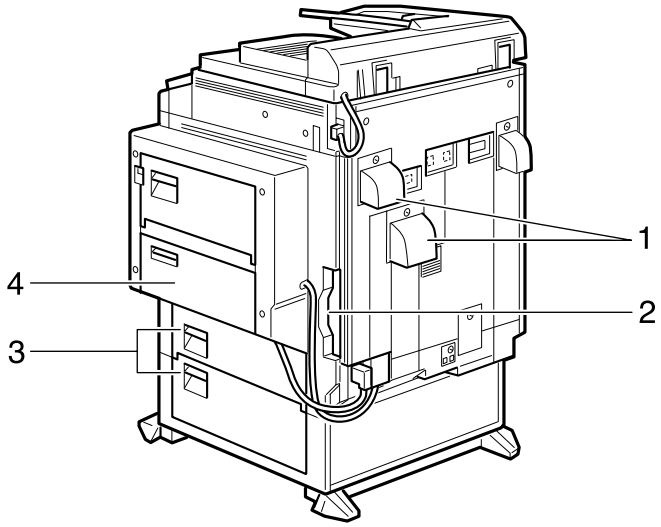
Open to access the inside of the machine.

11. Paper tray (upper: tray 1, lower: tray 2)

Load paper here.

12. Paper tray unit (option <upper: tray 3, lower: tray 4>)

Load paper here.



ZGJS840E

1. Ventilation holes

Prevent overheating. Do not obstruct the ventilation holes by placing objects near it or leaning things against it. If the machine overheats, a fault might occur.

2. Interface for network connections

⇒ p.15 "Connecting the Machine (Network Connections)"

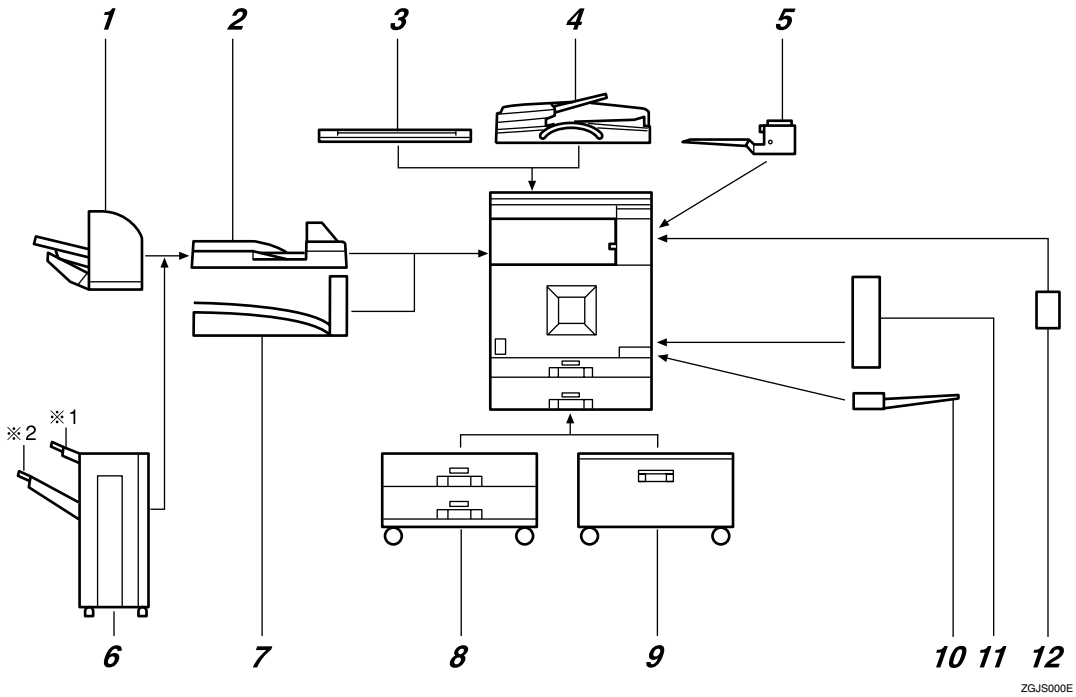
3. Paper tray cover

Open this cover to remove jammed paper.

4. Bypass tray (option)

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and non-standard size paper.

External Options



1. 500-Sheet Finisher
Sorts, stacks and staples copies.

2. Bridge unit
Relays copies to the finisher.

3. Exposure glass cover
Lower this over originals for copying.

4. Document feeder (ADF)
Load a stack of originals here. They will be fed automatically.

5. Internal tray 2 (1 bin tray)
If you select this as the output tray, copied paper will be delivered here face down.

6. 1000-Sheet Finisher
Sorts, stacks and staples copies.

*1 : Finisher proof tray

*2 : Finisher shift tray

Note

❒ When you use the 1000-sheet Finisher, the adjustment table is required.

7. Shift sort tray
Sorts and stacks copies.

8. Paper tray unit
Consists of two paper trays.

9. Large Capacity Tray (LCT)
Holds 2000 sheets of paper.

10. Bypass tray
Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, envelopes and non-standard size paper.

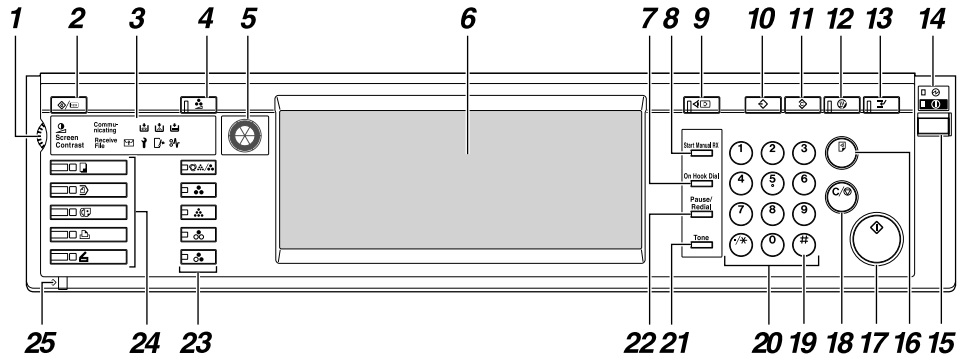
11. Duplex unit
Use to make two-sided copies and prints.

12. Interchange unit
Required when installing the internal tray 2 (1 bin tray) and duplex unit.

Control Panel

Note

❒ This illustration shows the Control Panel of the machine with options fully installed.



1. Screen contrast knob

Adjusts the brightness of the display panel.

2. 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements. ⇒ p.61 "Accessing User Tools (System Settings)"
- Counter
  Press to check or print the counter value.
- Inquiry
  Press to check where to contact for machine repairs and ordering toner.

3. Indicators

Show errors and machine status.

4. 【Adjust/Program Colour】 key (copy mode)

Use to control the colour balance and contrast for printing.

5. Colour circle

Use as reference for colour control.

⇒ "Colour Adjustment" in the Copy Reference

6. Display panel

Shows operation status, error messages, and function menues.

7. 【On Hook Dial】 key (facsimile mode)

Press when the manual facsimile reception is set, or when using the facsimile information services.

8. 【Start Manual RX】 key (facsimile mode)

Press to start manual facsimile reception.

9. 【Check Modes】 key

Press this key to check settings.

10. 【Program】 key

Press to register frequently used settings, or to recall registered settings.

11. 【Clear Modes】 key

Press to clear previously entered copy job settings.

12. 【Energy Saver】 key

Press to switch to and from Energy Saver mode.

13. 【Interrupt】key (copy mode)

Press to make interrupt copies during a copy run.

14. Main power indicator and power indicator

The main power indicator goes on when you turn on the main power switch.

The power indicator lights when the power is on.

Important

❒ Do not turn off the power while the power indicator is blinking. Doing so may damage the hard disk.

15. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

16. 【Sample Copy】key

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets of copies or prints.

17. 【Start】key

Press to start copying, scanning, or printing documents stored on the Document Server.

18. 【Clear/Stop】key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a job such as scanning facsimile, or printing in progress.

19. 【#】key

Press to enter a value.

20. Number keys

Use to enter the desired number of copies and data for selected modes.

21. 【Tone】key (facsimile mode)

Press to send tonal signals down a pulse dialing line.

22. 【Pause/Redial】key (facsimile mode)

- Pause
  Insert a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.
- Redial
  Press to redial the last numbers.

23. Colour function keys (copy mode)

Press to select colour for copying.

24. Function keys/Function Status indicator

Press to select the following functions:

- Copy:
- Document Server:
- Facsimile:
- Printer:
- Scanner:

The followings show the status of the above functions:

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted.

25. indicator

The data indicator shows the status of data reception from a personal computer.

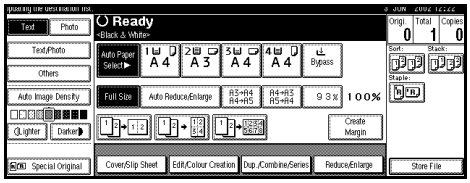
Display Panel

The display panel shows machine status, error messages and function menus.

Important

❒ A force or impact of more than 30 N (about 3kgf) might damage the display panel.

The copying screen is displayed as default following power on.



The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like Full Size. Keys appearing as OK cannot be used.

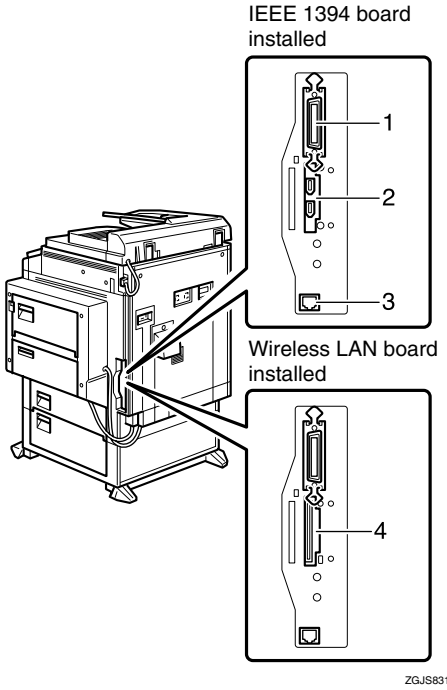
Common Key Operations

The following keys are common for all screens.

❖ Key list

[OK]	Acknowledges a selected function or entered values, and then returns to the previous screen.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous screen.
[▲Prev.],[▼Next]	Moves to the previous page or the next page when all the functions cannot be displayed on one page.
[OK] [Yes]	Closes the message screens.
[Clear]	Clears entered values and does not change the screen.
[Exit]	Returns to the previous screen.

Connecting the Machine (Network Connections)



1. **Parallel port**

2. **IEEE 1394 ports (option)**

3. **10BASE-T/100BASE-TX**

4. **Wireless LAN port (option)**

Requirements

Requirements

Before using this machine, make sure that all appropriate environmental and electrical requirements are satisfied. Connect the machine to the host computer using the parallel port, Network Interface Board, or both.

Make sure you have all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network.

Important

❒ The interface cable is not supplied. User is required to provide an interface cable suitable for the computer being used.

Network cable requirements

The Network Interface Board can be installed to allow direct connection to an Ethernet network.

The Network Interface Board supports 10BASE-T or 100BASE-TX connections.

The IEEE 1394 Board (option) supports the IEEE 1394 interface cable.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver
- Attaching the machine to a network computer set up as a server

Client	Windows 95/98/Me, Windows 2000, Windows NT 4.0 *1, Mac OS *2 (optional PostScript 3 Board Type 1232 is required), UNIX *4
Driver	PCL 5c, RPCS™, PostScript 3
File Server	NetWare 3.x, NetWare 4.x, NetWare 5/5.1
Protocol	TCP/IP, IPX/SPX, NetBEUI *3 , AppleTalk

*1 Under Windows NT 4.0, only × 86 CPU is supported.

*2 For information about usable versions of the Mac OS, see the "PostScript Supplement".

*3 Under Windows 95/98/Me, Windows 2000 and Windows NT 4.0 only. Only for Peer-Peer Printing. The SmartNetMonitor for Client is required to use this protocol.

*4 Concerning UNIX printing information, please visit our web site or consult your authorized dealer.

In a mixed network environment, the protocols switch automatically.

Reference

For more information about network connection settings, see p.55 “User Tools (System Settings)”.

Note

❒ Consult your network administrator before connecting the machine to a network.

❒ Make sure to use a properly shielded and grounded cable (UTP, STP, Category/Type5) for the connection to the host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

When the Wireless LAN Board (option) is installed

When using the Wireless LAN Interface on the network, keep the following points in mind:

❖ Attach both antennas as a unit.

❖ When moving the machine

Detach the antennas when relocating the machine locally.
After moving the machine, reattach the antennas, ensuring that:

- The antennas are positioned clear of obstacles.
- There is 40 to 60 mm between the antennas, so they do not touch.
- The exposure glass cover and Document Feeder (ADF) do not knock the antennas.

❖ If the network area provides poor radio environment

Where radio wave conditions are bad, the network may not function due to interrupted or failed connections. When checking the Wireless LAN Signal and the access point, follow these steps to improve the situation:

- Position the access point nearer to the machine.
- Clear the space between access point and machine of obstructions.
- Move radio wave generating appliances, such as microwaves, away from the machine and access point.

Reference

To check the machine's radio wave status, press **[Wireless LAN Signal]** in System Settings. See p.75 “Wireless LAN Signal”.

For more information about access point radio wave conditions, refer to the access point manual.

Connecting the Network Cable to the Network

Limitation

❒ The IEEE 1394 Board (option) and the Wireless LAN Board (option) cannot be installed at the same time.

Note

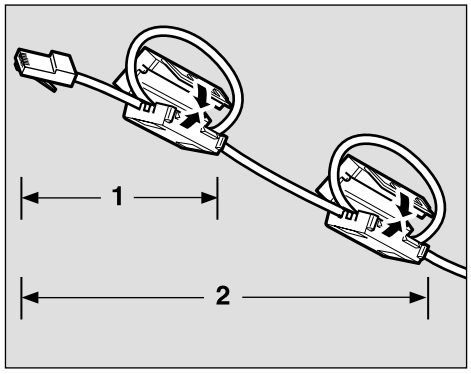
❒ Connect the machine to the computer. Set the network connection settings, then install any necessary software such as the printer driver. For details, see the Printer Reference.

Connecting to the Ethernet Interface

1 Turn off the main power switch.

2 Loop the cable approximately 5 cm (2") and 35 cm (14") from the machine end connector.

House the loops using the supplied cores.



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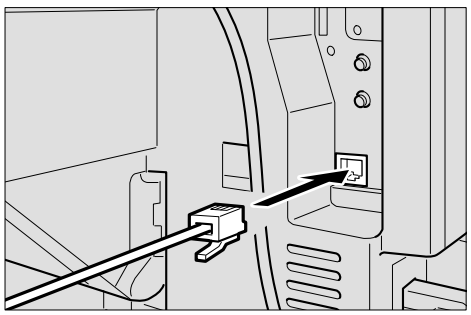
1. **About 5 cm (2")** *2.* **About 35 cm (14")**

3 Attach the Ethernet interface cable to the jack on the board.



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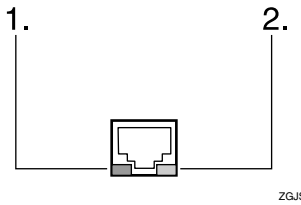
4 **Turn on the main power switch.**

❖ **Indicators on Network Interface Board**



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1. **Indicator (green)**

Remains green when the machine is connected to the network correctly.

2. **Indicator (yellow)**

Turns yellow when 100 BASE-TX is operating.

Turns off when 10 BASE-T is operating.

Connecting to the IEEE 1394 Interface (option)

Important

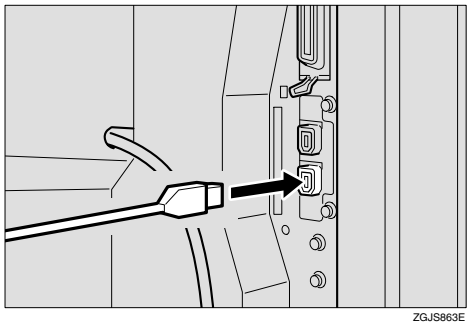
❒ Before making the connection, touch the metallic part to dissipate static electricity.

Note

❒ Use the interface cable supplied with the IEEE 1394 Board.

❒ The interface cable should not be looped.

1 **Attach the IEEE 1394 cable to the jack on the board.**



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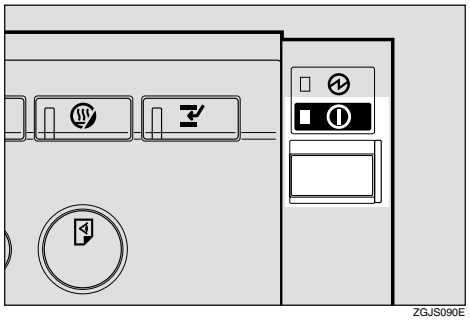
Turning On the Power

This machine has two power switches.

❖ **Operation switch (right side of the control panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.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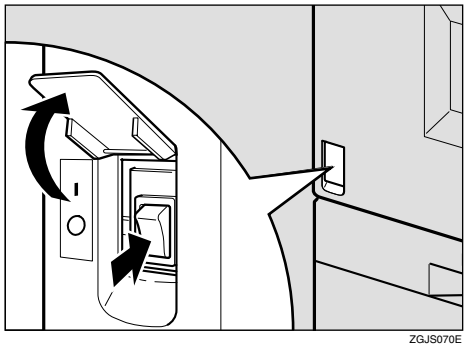
❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.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Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See p.68 "Auto Off Timer" and p.68 "Energy Saver Timer".

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Open the switch cover and turn on the main power switch (make sure that the Main Power indicator goes on).

Important

❒ Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

Turning On the Power

1 Press the operation switch to make the On indicator go on.

Note

❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

Turning Off the Power

1. **Make sure that the exposure glass cover or the document feeder is in the right position.**

2. **Press the operation switch to make the On indicator go off.**

Note

❒ Even if you press the operation switch, the indicator does not go off and blinks in the following cases:

- When the exposure glass or the document feeder is open
- When communication is in progress with external equipment
- When the hard disk is operating

Turning Off the Main Power

Important

❒ Do not turn off the main power switch when the On indicator is on or blinking. Failure to observe this may result in damage to the hard disk or memory.

❒ Pull out the power plug after you turn off the main power switch. Failure to observe this may result in damage to the hard disk or memory.

1. **Make sure that the On indicator is off.**

2. **Open the switch cover, and turn off the main power switch to make the Main Power indicator go off.**

When a facsimile unit (option) is installed

When the main power switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. When you have to turn off this switch for some reason, follow the procedure below.

Important

❒ Make sure that 100% is shown on the display before you turn the main power switch is off or unplug the power cord. Fax files programmed in memory will be deleted an hour after you turn the main power switch off or unplug the power cord.

❒ The On indicator does not go off and blinks in dial-in mode even if you press the operation switch. In such a case, check the items below, and turn the main power switch off.

- When the exposure glass cover or the document feeder is open
- When the computer is controlling the machine

Configuring the Network

Configuring the Network

Preparation

2

This section describes the network settings using the System Settings menu. Required setting items depend on the mode to be used.

Mode	Network Environment	Network Settings	Reference
Distribute received fax documents *1	TCP/IP	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Fax RX File Transmission	⇒ p.26 "When using TCP/IP", p.27 "Acquiring the IP Address from the DHCP Server", p.32 "File Transfer Settings"
	IEEE 1394 *6	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP) IP over 1394, Fax RX File Transmission	⇒ p.26 "When using TCP/IP", p.28 "When using the IEEE 1394 Interface (option)", p.32 "File Transfer Settings"
	Wireless LAN *7	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel *9 WEP, SSID *8, Fax RX File Transmission	⇒ p.26 "When using TCP/IP", p.30 "When using the Wireless LAN Interface (option) in Ad hoc Mode", p.31 "When using the Wireless LAN Interface (option) in Infrastructure Mode", p.32 "File Transfer Settings"
Scanner (Network Twain Scanner) *2	TCP/IP	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select	⇒ p.26 "When using TCP/IP", p.27 "Acquiring the IP Address from the DHCP Server"
	IEEE 1394 *6	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394	⇒ p.26 "When using TCP/IP", p.28 "When using the IEEE 1394 Interface (option)"

Mode	Network Environment	Network Settings	Reference
Scanner (Network Twain Scanner) *2	Wireless LAN *7	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel *9 , WEP, SSID *8	⇒ p.26 "When using TCP/IP", p.30 "When using the Wireless LAN Interface (option) in Ad hoc Mode", p.31 "When using the Wireless LAN Interface (option) in Infrastructure Mode"
Scanner (Network Delivery Scanner) *3	TCP/IP	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Delivery Option	⇒ p.26 "When using TCP/IP", p.27 "Acquiring the IP Address from the DHCP Server"
	IEEE 1394 *6	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394, Delivery Option	⇒ p.26 "When using TCP/IP", p.28 "When using the IEEE 1394 Interface (option)"
	Wireless LAN *7	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel *8 , WEP, SSID *9 , Delivery Option	⇒ p.26 "When using TCP/IP", p.30 "When using the Wireless LAN Interface (option) in Ad hoc Mode", p.31 "When using the Wireless LAN Interface (option) in Infrastructure Mode"
Printer	TCP/IP *4	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select	⇒ p.26 "When using TCP/IP", p.27 "Acquiring the IP Address from the DHCP Server"
	NetWare *4 *5	Effective Protocol, NW Frame Type	⇒ p.27 "When using NetWare"
	IEEE 1394 *6	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394	⇒ p.26 "When using TCP/IP", p.28 "When using the IEEE 1394 Interface (option)"

Mode	Network Environment	Network Settings	Reference
Printer	Wireless LAN *7	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel *9 , WEP, SSID *8	⇒ p.26 “When using TCP/IP”, p.30 “When using the Wireless LAN Interface (option) in Ad hoc Mode”, p.31 “When using the Wireless LAN Interface (option) in Infrastructure Mode”, p.29 “When using the Wireless LAN Interface (option) in 802.11 Ad hoc Mode”

*1 To use this function, you'll need ScanRouter V2 Lite (packaged with optional Printer/Scanner Controller or ScanRouter V2 Professional). In addition to the network settings, you must set the "Delivery Server IP Address" and "Fax RX File Transmission" for file transfer.

*2 You will need to specify the settings for a network TWAIN scanner and network delivery scanner when using the scanner function.

*3 When you use this function, you need to have an optional 128MB or 256MB memory, or ScanRouter V2 Lite which is bundled with the optional Printer/Scanner Controller. If you need to have ScanRouter V2 Professional, see the Scanner Reference.

*4 Make necessary settings for your network environment. For details about settings, see the Printer Reference.

*5 Configure the TCP/IP when you use pure IP of NetWare 5/5.1.

*6 You will need the IEEE 1394 Interface Board (option).

*7 You will need the IEEE 802.11b Interface Kit (option).

*8 Make the necessary settings when the communication mode is infrastructure mode or 802.11b Ad hoc mode.

*9 Make necessary settings when the communication mode is in 802.11b Ad hoc mode or Ad hoc mode.

Note

❒ For a network environment that uses TCP/IP, you can use SmartNetMonitor to configure IP addresses for Admin and the web browser packaged with Printer Controller or Printer/Scanner Controller. For details about Smart Net Monitor, see the Network Printing Guide.

❒ For details on the setting values, see p.62 “Settings You Can Change with the User Tools”.

Configuring the Network with the Operation Panel

This section describes the basic procedures. Please make the settings appropriate for the network you are using.

Important

❒ These settings should be made by your systems administrator or after consulting your systems administrator.

Note

❒ In this manual, minimum settings for network connections are described. For more details, see the Network Printing Guide.

For default settings, see p.62 “Settings You Can Change with the User Tools”.

❖ **“Interface Settings/Network” ⇒ p.70**

❖ **“Interface Settings/IEEE 1394 (Option)” ⇒ p.73**

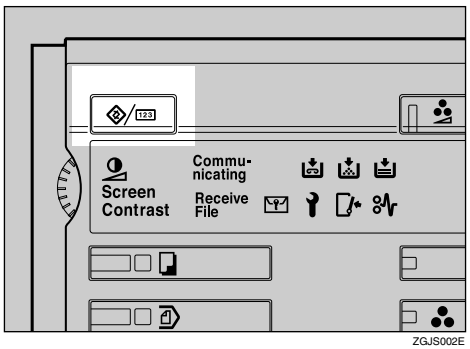
❖ **“Interface Settings/IEEE 802.11b (Option)” ⇒ p.74**

❖ **“File Transfer” ⇒ p.75**

Network Settings

The following describes the settings required to use the machine in a network. For more information about the settings, see p.70 “Interface Settings/Network”.

1 **Press the 【User Tools/Counter】 key.**



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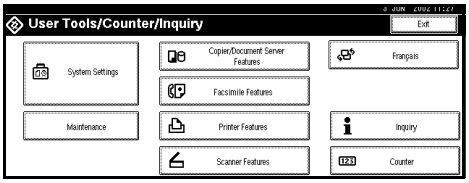
2 **Press [System Settings].**



3 **Press [Interface Settings].**

4 **Make [Effective Protocol] settings.**

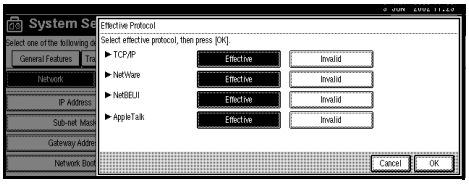
Note

❒ You must configure the IP Address for using TCP/IP protocol. Consult the network administrator for help with the Address. You don't have to configure it if Network Boot is DHCP.

❒ Press **[Invalid]** for redundant protocols.

❒ Press **[Effective]** for TCP/IP protocol when you use pure IP of NetWare 5/5.1.

❶ **Press [Effective Protocol].**



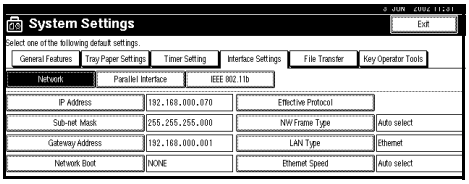
❷ **Press [Invalid] or [Effective] for each protocol.**

❸ **Press [OK].**

The following operation will be different, according to each protocol.

When using TCP/IP

❶ **Make sure that [Network] is pressed, and then press [IP Address].**



❷ **Use the number keys to enter the IP address.**

❸ **Press [OK].**

❹ **Make the [Sub-net Mask] and [Gateway Address] settings. For each item, press the corresponding button on the screen shown in step ❶, and then perform the same procedure as described in steps ❷ and ❸.**

Acquiring the IP Address from the DHCP Server

To use the DHCP server to acquire the IP address, select **[DHCP]** from **[Network Boot]**.

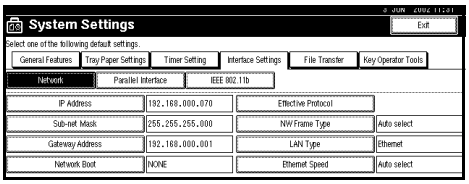
Note

❒ You need to make the settings when you use DHCP. See "Using DHCP" in the Network Printing Guide.

❒ To always assign the same IP address to the machine, reserve the IP address for the machine on the DHCP server. See "Using DHCP" in the Network Printing Guide.

❒ Use the default IP address.

❶ **Make sure that [Network] is selected, and then press [Network Boot].**



❷ **Press [DHCP] and then press [OK].**

When using NetWare

To use the machine on NetWare, be sure to select the type of **[NW Frame Type]**.

You can select the following frame types:

- Auto select (Default)
- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

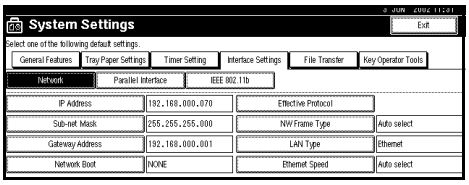
Note

❒ Select a file server and a frame type with the same connection.

❒ When you select Auto select, the frame type detected upon startup is automatically set. Therefore, your desired frame type may not be selected by the system, which supports multiple frame types. Select the desired frame type.

❒ To use the machine in a pure IP environment on NetWare 5/5.1, select **[Effective]** for TCP/IP in step ❹.

❶ **Make sure that [Network] is selected, and then press [NW Frame Type].**



❷ **Select the Frame Type, and then press [OK].**

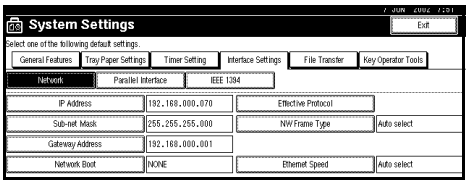
When using the IEEE 1394 Interface (option)

Note

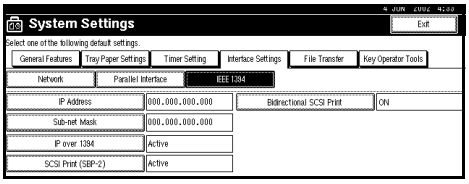
❒ When you use the IEEE 1394 Interface, you cannot use the DHCP. You must set the fixed IP address.

❒ Be sure to set the IP over 1394 to "Effective". The factory default is set to "Effective".

❶ **Make sure that [Network] is selected, and then press [IEEE 1394].**



❷ **Press [IP Address].**



❸ **Use the number keys to enter the IP address, and then press [OK].**

❹ **Press [Sub-net Mask].**

❺ **Use the number keys to enter the Subnet Mask, and then press [OK].**

❻ **Press [IP over 1394].**

❼ **Make sure that [Effective] is selected, and then press [OK].**

Note

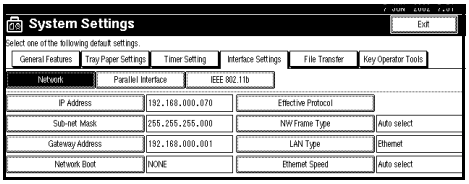
❒ If **[Effective]** is not selected, press **[Effective]**, and then press **[OK]**.

When using the Wireless LAN Interface (option) in 802.11 Ad hoc Mode

Note

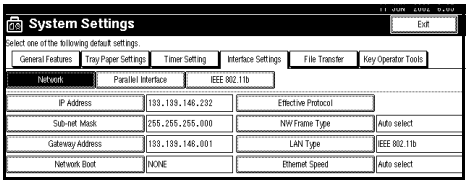
- ❒ You can set the 802.11 Ad hoc Mode from your computer when setting SSID (Network Name).
- ❒ The network administrator must check the environment and set the Communication mode, WEP key and SSID correctly. For details on settings, see "Using the IEEE 802.11b (Wireless LAN)" in the Network Printing Guide.
- ❒ Characters used for setting SSID are <ASCII 0x20 to 0x7e> which are case-sensitive. You can enter up to 32 characters.
- ❒ You can also set the 802.11 Ad hoc mode from the Web browser. For details on settings, see the Network Printing Guide.

❶ **Make sure that [Network] is selected, and then press [LAN Type].**

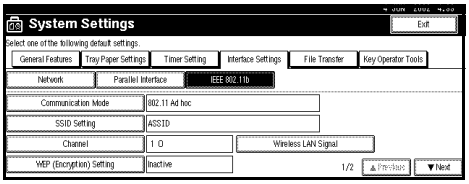


❷ **Press [IEEE 802.11b], and then press [OK].**

❸ **Press [IEEE 802.11b].**



❹ **Press [Communication Mode].**



❺ **Press [802.11 Ad hoc], and then press [OK].**

❻ **Press [SSID Setting].**

❼ **Press [Enter SSID] and enter the SSID, and then press [OK].**

❽ **Press [Channel].**

❾ **Use the number keys to enter the channel to be used, and then press [OK].**

❿ **Press [WEP (Encryption) Setting], if setting is required.**

⓫ **Press [Active].**

⓬ **Press [Enter WEP key] and enter the WEP key, and then press [OK].**

⓭ **Press [OK].**

When using the Wireless LAN Interface (option) in Ad hoc Mode

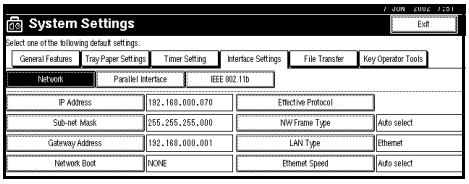
Note

❒ You can set the Ad hoc Mode when you do not set SSID (Network Name) from your computer. In this case, setting SSID from this machine is ineffectual.

❒ The network administrator must check the environment and set the Communication mode and Channel correctly. For details on settings, see "Using the IEEE 802.11b (Wireless LAN)" in the Network Printing Guide.

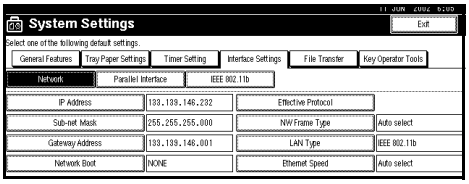
❒ You can set the Ad hoc mode from the control panel or using the Web browser. For details on settings, see the Network Printing Guide.

❶ **Make sure that [Network] is selected, and press [LAN Type].**

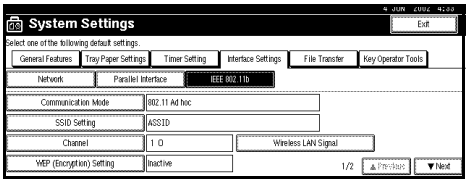


❷ **Press [IEEE 802.11b], and then press [OK].**

❸ **Press [IEEE 802.11b].**



❹ **Press [Communication Mode].**



❺ **Press [Ad hoc], and then press [OK].**

❻ **Press [Channel].**

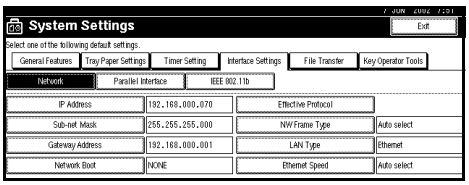
❼ **Use the number keys to enter the channel to be used, and press [OK].**

When using the Wireless LAN Interface (option) in Infrastructure Mode

Note

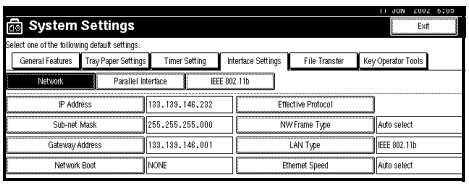
- ❒ The network administrator must check the environment and set the Communication mode, WEP key, and SSID correctly. For details on settings, see "Using the IEEE 802.11b (Wireless LAN)" in the Network Printing Guide.
- ❒ Enter the WEP key in hexadecimal. You can enter 10 digits for 64-bit data or 26 digits for 128-bit data.
- ❒ Characters used for setting SSID are <ASCII 0×20 to 0×7e> which are case -sensitive. You can enter up to 32 characters.
- ❒ You can also set the Infrastructure mode from the Web browser. For details on settings, see the Network Printing Guide.

❶ **Make sure that [Network] is selected, and then press [LAN Type].**

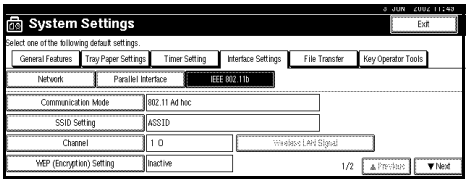


❷ **Press [IEEE 802.11b], and then press [OK].**

❸ **Press [IEEE 802.11b].**



❹ **Press [Communication Mode].**



❺ **Press [Infrastructure], and then press [OK].**

❻ **Press [SSID Setting].**

❼ **Press [Enter SSID].**

❽ **Enter the SSID, and then press [OK].**

❾ **Press [WEP(Encryption)] if setting is required.**

❿ **Press [Active].**

⓫ **Press [Enter the WEP key] and enter the WEP key.**

⓬ **Press [OK].**

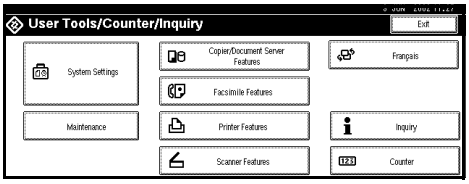
5 **Press [Exit].**

6 **Print out the list of the entered settings if necessary.**

Reference

For details about List/Test Print, see "Printer Features Menu" in the Printer Reference.

❶ **Press [Printer Features].**



❷ **Press [Confg. Page].**

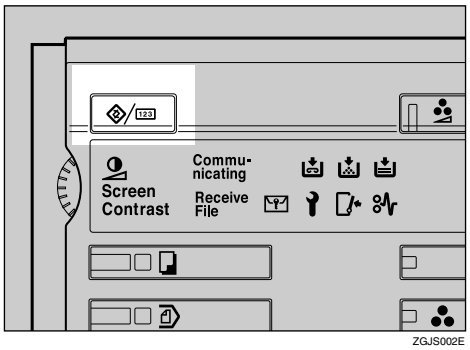
7 **Press the【User Tools/Counter】key.**

The new settings become effective and the display returns to the main function menu.

File Transfer Settings

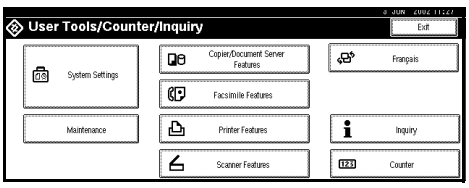
The following describes the file transfer settings required for sending received facsimile files and the scanner function. For more information about the settings, see p.75 “File Transfer”.

1 **Press the【User Tools/Counter】key.**



ZGJS002E

2 **Press [System Settings].**



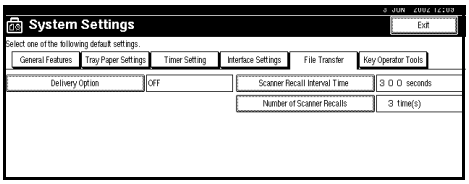
3 Press [File Transfer].

When using a delivery server

Note

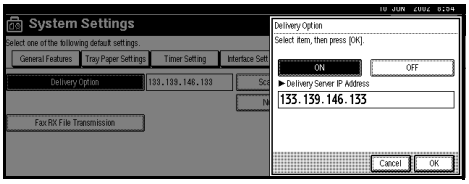
❒ You must set the delivery server IP address from the ScanRouter V2 Lite/Professional. You cannot set the address from the machine.

❶ **Press [Delivery Option].**



❷ **Press [ON].**

❸ **Press [OK].**

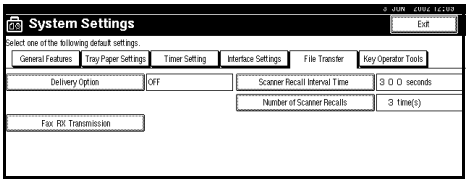


Note

❒ The delivery server IP address set from the ScanRouter V2 Lite/Professional will be displayed on the machine.

Making settings to transmit received facsimile files

❶ **Press [Fax RX File Transmission].**



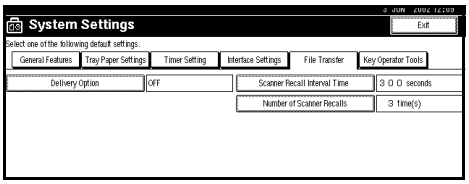
❷ **Make the following settings as required:**

- Setting per Line
- Print at Delivery
- File to Deliver
- Delivery Failure File

❸ **Press [OK].**

Setting the recall interval time

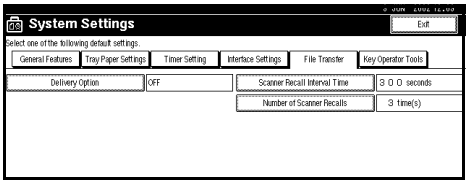
❶ **Press [Scanner Recall Interval Time].**



❷ **Use the number keys to enter the recall interval time, and then press [OK].**

Setting the number of recalls

❶ **Press [Number of Scanner Recalls].**



❷ **To resend files to the delivery server, press [ON].**

❸ **Use the number keys to enter the number of recalls, and then press [OK].**

4 **Press [Exit].**

5 **Press the 【User Tools/Counter】 key.**

The new settings become effective and the display returns to the main function menu.

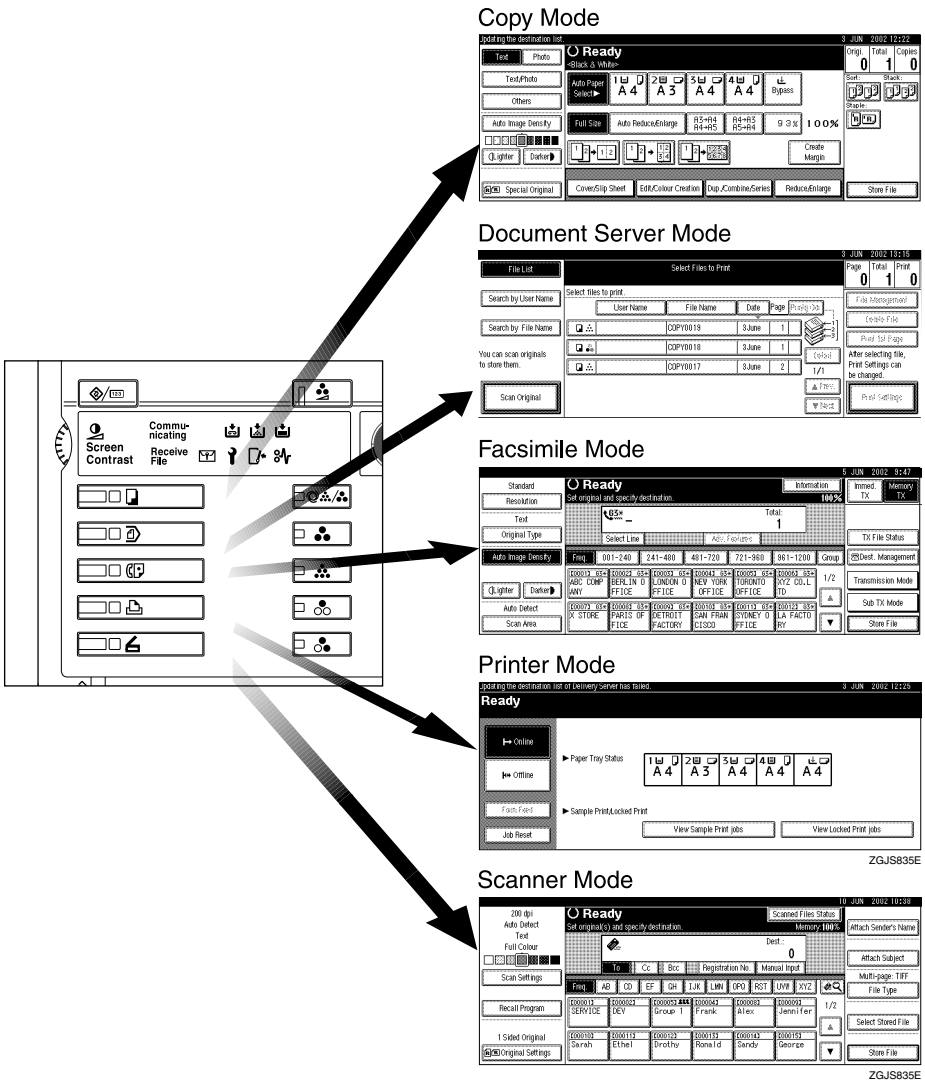
Changing Modes

Note

❒ You cannot switch modes in any of the following situations:

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing the user tools
- During interrupt copying
- During On hook dialing for fax transmission
- While scanning an original ⇒ p.62 “Function Priority”

❒ The copying screen is displayed as default following power on.



Saving Energy

Energy Saver Mode

If you do not operate the machine for a certain period after an operation or when you press the 【Energy Saver】 key, the display disappears and the machine enters Energy Saver mode. When you press the 【Energy Saver】 key again, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

Note

❒ You can set the power consumption in Energy Saver mode and the time to return to ready status from Energy Saver mode in three steps. ⇒ p.78 “Panel Off Level”

❒ You can also change the setting of the Panel Off Timer. ⇒ p.68 “Panel Off Timer”

System Reset

The machine returns to its initial condition automatically when your job is finished, after a certain period of time. This function is called "System Reset".

Note

❒ You can change the System Reset time. ⇒ p.68 “System Reset Timer”

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off time. ⇒ p.68 “Auto Off Timer”

❒ Auto Off Timer function will not operate in the following cases:

- When a warning message is displayed
- When the service call message is displayed
- When paper is jammed
- When the cover is open
- When "Adding Toner" message is displayed
- When the toner is being replenished

- When the User Tools/Counter screen is displayed
- When fixed warm-up is in progress
- When the facsimile, printer or other functions are operating
- When operations have been suspended during printing
- When the On-hook dialing function is in use
- When a recipient is being registered in the address list or group dial list
- When the Data In indicator is on or blinking
- When the sample print or confidential print screen is displayed

Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called Multi-accessing.

This allows you to handle your jobs efficiently, regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents saved in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

Note

❒ You can set the priority of functions on p.62 “Print Priority”. As default, the display function is set to first priority.

❒ When the optional Internal Tray, Shift Sort Tray, 500-Sheet Finisher, or 1000-Sheet Finisher is installed on the machine, you can specify the output tray to which documents are to be delivered. For more information about how to specify the output tray for each function, see the following descriptions:

- p.63 “Output: Copier (Copy mode)”
- p.64 “Output: Document Server (Document server)”
- p.64 “Output: Facsimile (Facsimile)”
- p.64 “Output: Printer”

❖ **What you can do with the Multi-Access Function**

The multi-access function enables you to do the operations below.

- Copying during fax transmission
  You can copy originals while sending documents by fax.
  ① Set documents for sending by fax, enter the fax number, and press the 【Start】 key.
  ② Press the 【Copy】 key.
  The copy screen appears. At the top of the screen, the destination name and fax number appears.
  ③ Set originals, and then press the 【Start】 key.
- Receiving printer data while printing a document saved in the Document Server
  The machine can receive printer data while copying or printing a document saved in the Document Server. Received data will be printed when the printer function is enabled.
  ① Select the document to be printed on the Document Server screen, and then press the 【Start】 key.

② When the machine receives the printer data, the data-in indicator blinks. When printing the document is finished, the machine starts printing the printer data.

Sample operations

The chart below shows the sample operations of when the "Print priority" is set to "Interrupt". ⇒ p.62 “Print Priority”

△: Simultaneous operations are available.

●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done.

❍: Operation is enabled when the 【Interrupt】 key is pressed to interrupt the preceding operation.

→: Operation is performed automatically once the preceding operation ends.

×: The operation must be started once the preceding operation ends. (Simultaneous operations are not possible.)

Mode before you select	Mode after you select	Copy: Operations for Copying	Copy: Stapling	Copy: Sort	Interrupt Copying: Operations for Copying	Interrupt Copying: Copying	Facsimile: Transmission Operation/Manual Reception Operation	Facsimile: Scanning an Original for Memory Transmission	Facsimile: Transmission: Memory Transmission	Facsimile: Transmission: Immediate Transmission	Facsimile: Reception: Memory Reception	Facsimile: Reception: Printing Received Data	Printer: Data Reception	Printer: Print: Printing	Printer: Print: Stapling	Scanner: Operations for Scanning	Scanner: Scanning	Document Server: Operations for Document Server	Document Server: Scanning a Document to Store in Document Server	Document Server: Printing from Document Server	DeskTopBinder V2 Professional/Lite: Printing from Document Server	DeskTopBinder V2 Professional/Lite: Sending a Facsimile from Document Server
Copy	Operations for Copying	×	×	×	❍	❍	●	●	△	●	△	△	△	△	△	●	●	●	●	●	△	△
	Stapling	△ *1	→ *1	→ *1	❍	❍ *5	●	● *2	△	● *2	△	△	△	△	→	●	● *2	●	● *2	△ *4	△ *4	△
	Sort	△ *1	→ *1	→ *1	❍	❍	●	● *2	△	● *2	△	△	△	△	△	●	● *2	●	● *2	△	△	△

Mode before you select			Mode after you select: Copy — Operations for Copying	Copy — Stapling	Copy — Sort	Interrupt Copying — Operations for Copying	Interrupt Copying — Copying	Facsimile — Transmission Operation/Manual Reception Operation	Facsimile — Scanning an Original for Memory Transmission	Facsimile — Transmission — Memory Transmission	Facsimile — Transmission — Immediate Transmission	Facsimile — Reception — Memory Reception	Facsimile — Reception — Printing Received Data	Printer — Data Reception	Printer — Print — Sort Print	Printer — Print — Stapling	Scanner — Operations for Scanning	Scanner — Scanning	Document Server — Operations for Document Server	Document Server — Scanning a Document to Store in Document Server	Document Server — Printing from Document Server	DeskTopBinder V2 Professional/Lite — Printing from Document Server	DeskTopBinder V2 Professional/Lite — Sending a Facsimile from Document Server
Interrupt Copying	Operations for Copying		❍	❍	❍	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	△	△
	Copying		❍	❍	❍	×	×	×	×	△	×	△	→	△	→	→	×	×	×	×	×	→	△
Facsimile Transmission	Transmission Operation/ Manual Reception Operation		●	●	●	❍	❍	×	×	△	×	△	△	△	△	△	●	●	●	●	●	△	△
	Scanning an original for Memory Transmission		×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	△	△
	Memory Transmission		△	△	△	△	△	△	△	△ *3	△ *3	△ *3	△ *7	△	△	△	△	△	△	△	△	△	→
	Immediate Transmission		×	×	×	×	×	×	×	△ *3	×	△ *3	△	△	△	△	×	×	×	×	×	△	→
Facsimile Reception	Memory Reception		△	△	△	△	△	△	△	△ *3	△ *3	△ *3	△ *7	△	△	△	△	△	△	△	△	△	△
	Printing Received Data		△	△	△	△	△	△	△	△ *7	△	△ *7	×	△	△	△	△	△	△	△	△	△	△
Printer Print	Data Reception		△	△	△	△	△	△	△	△	△	△	△	→	→	→	△	△	△	△	△	△	△
	Sort Print		△	△	△	❍	❍	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△	△
	Stapling		△	→	△	❍	❍ *5	△	△	△	△	△	△	△	→	→	△	△	△	△	△ *4	△ *4	△
Scanner	Operations for Scanning		●	●	●	❍	❍	●	●	❍	●	△	△	△	△	△	×	×	●	●	●	△	△
	Scanning		×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	△	△

Mode before you select		Mode after you select: Copy — Operations for Copying	Copy — Stapling	Copy — Sort	Interrupt Copying — Operations for Copying	Interrupt Copying — Copying	Facsimile — Transmission Operation/Manual Reception Operation	Facsimile — Transmission — Scanning an Original for Memory Transmission	Facsimile — Transmission — Memory Transmission	Facsimile — Transmission — Immediate Transmission	Facsimile — Reception — Memory Reception	Facsimile — Reception — Printing Received Data	Printer — Data Reception	Printer — Print — Printing	Printer — Print — Stapling	Scanner — Operations for Scanning	Scanner — Scanning	Document Server — Operations for Document Server	Document Server — Scanning a Document to Store in Document Server	Document Server — Printing from Document Server	DeskTopBinder V2 Professional/Lite — Printing from Document Server	DeskTopBinder V2 Professional/Lite — Sending a Facsimile from Document Server
Document Server	Operations for Document Server	●	●	●	❍	❍	●	●	△	●	△	△	△	△	△	●	●	×	×	×	△	△
	Scanning a Document to Store in Document Server	●	×	×	❍	❍	●	×	△	×	△	△	△	△	△	●	×	×	×	×	△	△
	Printing from Document Server	●	△ *4	△	❍	❍	△	△	△	△	△	△	△	△	△	△	△	△ *6	△ *6	△ *6	△	△
DeskTopBinder V2 Professional/Lite	Printing from Document Server	△	△ *4	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	△
	Sending a Facsimile from Document Server	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×

*1 Simultaneous operations are only possible once the preceding job documents are all scanned and **[Next Job]** appears.

*2 You can scan a document once the preceding job documents are all scanned.

*3 Simultaneous operations are only possible with an additional line installed and when the facsimile function is not using the line given line priority in the facsimile settings.

*4 During stapling, printing automatically starts after the current job.

*5 Stapling is not available.

*6 Simultaneous operations become available after you press **[Next Job]**.

*7 During parallel reception, any subsequent job is suspended until reception is completed.

Limitation

❒ Stapling cannot be used at the same time for multiple functions.

Note

❒ A machine with the 500-Sheet Finisher installed cannot accept other jobs while printing with the stapling operation.

❒ A machine with the 1000-Sheet Finisher installed, that is printing with the stapling operation on paper larger than A4 size starts the subsequent job (for which Internal Shift Tray is specified as the output tray) only after the current print job finishes.

❒ While printing is in progress, scanning a document using another function may take more time.

Relationship between the Document Server and Other Functions

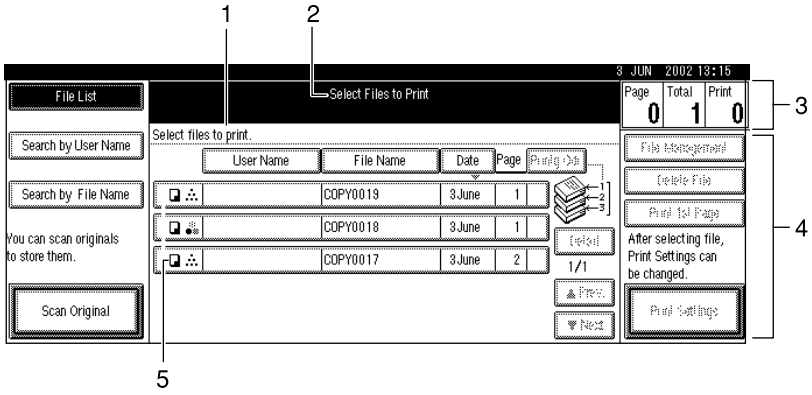
The following table describes the relationship between the Document Server and other machine functions.

Function name	Where to store documents	Displaying a list	Printing saved documents	Sending documents
Copy	Copy/ Document Server	Enabled	Enabled	Disabled
Printer	Personal computer	Enabled	Enabled	Disabled
Facsimile	Facsimile	Enabled	Enabled	Enabled *1
Scanner	Scanner	Disabled *2	Disabled	Enabled *3

*1 See the "Facsimile Reference (option) <Advanced Features>".
*2 You can display the stored documents from the Scanner Mode.
*3 See the "Scanner Reference".

Document Server Display

❖ Document Server Main Display



1. Operating status and messages appear.

2. The title of the currently selected screen appear.

3. The numbers of originals, copies, and printed pages appears.

4. The operation keys appear.

5. The modes in which the documents were stored are displayed.

The icons below show the operation mode when documents have been stored in the Document Server.

Function	Copier	Facsimile	Printer	Scanner
Icon				--

Using the Document Server

Scanning and Saving Originals

❖ **File name**

The saved documents will automatically be named as "COPY001", "COPY002". You can change assigned file names.

❖ **User name**

You can register a user name to distinguish the person or department that saved the documents. To assign it, you can register the user name by using the name assigned to the user code or by entering the name.

Reference

For more information about the user codes, see ⇒ p.83 "User Code".

❖ **Password**

You can set a password for the saved documents, and use the password to prevent others from printing the saved documents. When a password is set for the documents, 1 is added to the documents.

Reference

To store documents in a mode other than Document Server mode, see References for the respective functions.

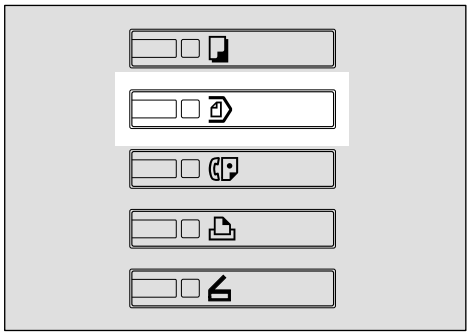
Important

❒ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from the loss of data.

Note

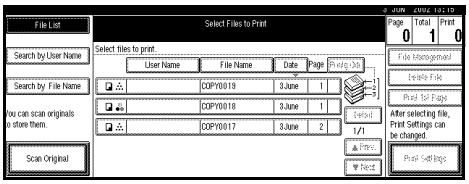
❒ Data stored in the Document Server is set to be deleted after 3 days (72 hours) by the factory default value. You can specify the period after which the stored data is deleted automatically. ⇒ p.82 "Auto Delete File"

1 **Press the [Document Server] key.**



ZGJS776E

2 **Press [Scan Original].**



3 **Enter a file name, user name, or password if necessary.**

Note

❒ If you do not register a file name, one is automatically assigned.

Reference

⇒ p.46 "To register or change the user name"

⇒ p.47 "To change the file name"

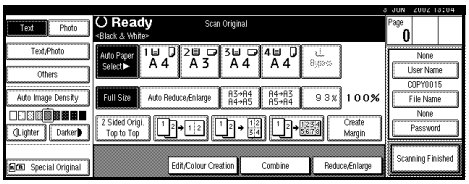
⇒ p.47 "To set or change the password"

4 Place your originals either on the exposure glass or in the document feeder.

Reference

For more information about how to place the types of originals that can be placed, see the Copy Reference.

5 Make any desired settings.



Reference

For details, see the Copy Reference.

6 Press the 【Start】 key.

The document is saved in the Document Server.

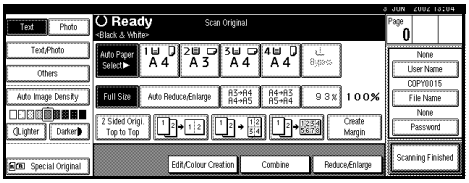
Note

- To stop scanning, press the **【Clear/Stop】** key. To resume the paused scanning job, press **[Continue]** in the confirmation dialog box. To delete the saved images and cancel the job, press **[Stop]**.
- When a password is stored, 1 appears on the left side of the file name.
- The saved documents are displayed on the "Select Files to Print" display.

To register or change the user name

1 Display the "Scan Original" display.

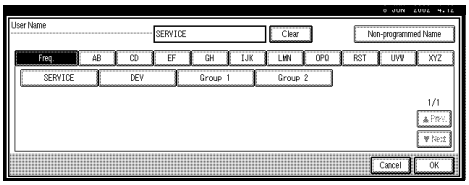
2 Press [User Name].



If user names have already been registered, the "Change User Name" display appears.

If the user names registered are used

❶ To change your user name to a registered user name, select a registered user name from the list, and then press [OK].



To change your user name to an unregistered user name, go to the next step.

Reference

⇒ p.84 "Registering the New User Code"

❷ To enter an unregistered user name, press [Non-programed Name].

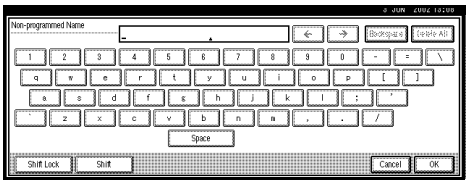
❸ Enter the new user name, and then press [OK].

Reference

⇒ p.97 "Entering Text"

If user names have not been registered

❶ **Enter the new user name, and then press [OK].**



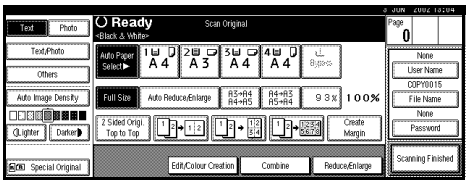
Reference

⇒ p.97 “Entering Text”.

To change the file name

1 **Display the "Scan Original" display.**

2 **Press [File Name].**



The "Change File Name" display appears.

3 **Press [Delete All] to delete the old file name.**

Note

❒ You can also use **[Backspace]** to delete unnecessary characters.

4 **Enter a new file name, and then press [OK].**

Note

❒ A string of up to 10 characters can be entered as a file name. Note that only eight characters of each file name are displayed in the document list.

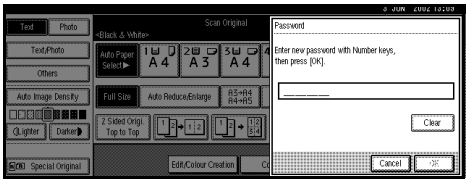
Reference

⇒ p.97 “Entering Text”

To set or change the password

1 **Display the "Scan Original" display.**

2 **Press [Password].**

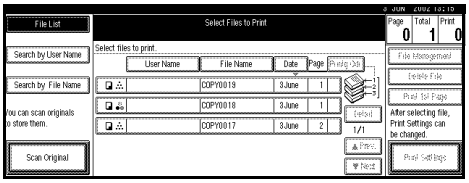


3 **Enter the password using the number keys (4 digits), and then press [OK] or the 【#】 key.**

Changing the File Name, User Name, or Password

1 **Press the 【Document Server】 key.**

2 **Select the document for which the user name, file name, or password is to be changed.**

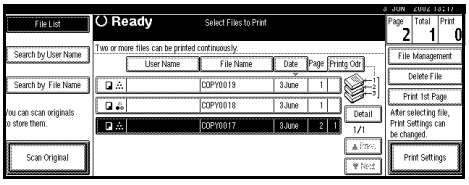


Note

❒ If a password has already been set for the document, enter the password, and then press **[OK]**.

3 **Press [File Management].**

4 **Press [Change File Name], [Change User Name], or [Change Password].**



5 **Enter the new file name, user name, or password using the letter keys or number keys, and then press [OK].**

Reference

⇒ p.46 "To register or change the user name"

⇒ p.47 "To change the file name"

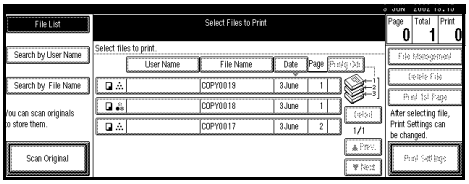
⇒ p.47 "To set or change the password"

6 **Press [OK].**

Selecting a Document

1 **Press the 【Document Server】 key.**

2 **Select a document to be printed.**



Note

- ❒ If a password has been set for the document, enter the password, and then press **[OK]**.
- ❒ You can search for the document using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. ⇒ p.49 "Searching Saved Documents"
- ❒ You can sort document names in the list by user name, file name or date. To sort the documents, press **[User Name]**, **[File Name]** or **[Date]**.
- ❒ If you cannot determine the contents of a document by its file name, you can print just the first page of the document for checking purposes. ⇒ p.52 "Print First Page"
- ❒ To cancel document selection, press the highlighted line for the selected document.

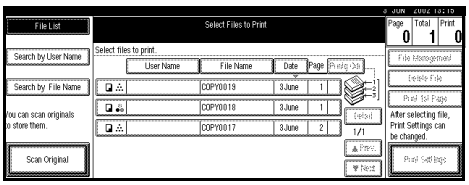
3 **To print multiple documents, repeat step 2 in the order of documents to be printed.**

Note

- ❒ You can select up to 30 documents.
- ❒ If the sizes or resolution of the selected documents are not the same, the documents may not be printed.
- ❒ If you wish to change the order of printing, cancel the selection, and select documents again in the desired order.
- ❒ If you press the 【Clear Modes】 key, selection of all documents will be canceled.
- ❒ If you press **[Printg Odr]**, the documents will be displayed in the order of printing.

To Check the Details of Stored Documents

1 **Select the document for which you want detailed information.**



Note

- ❒ If a password has been set for the document, the password entry dialog box appears. Enter the password and then press **[OK]**.

2 **Press [Detail].**

Detailed information about the document is displayed.

Note

❒ If you have selected several documents, use **[▲]** and **[▼]** to view the details of each.

❒ Press **[OK]**. The "Select Files to Print" display appears.

Searching Saved Documents

You can use either **[Search by File Name]** or **[Search by User Name]** to search for documents stored on the Document Server. You can also list the stored documents in the order you prefer.

Note

❒ If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer, you can search and rearrange the documents from your computer.

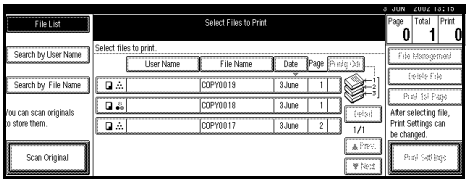
Reference

For more detailed information refer to DeskTopBinder V2 Professional/Lite manuals.

To Search by File Name

1 **Press the 【Document Server】 key.**

2 **Press [Search by File Name].**



3 **Enter the file name using the letter keys, and then press [OK].**

Only the files beginning with the name entered appear in the "Select Files to Print" display.

Reference

⇒ p.97 "Entering Text".

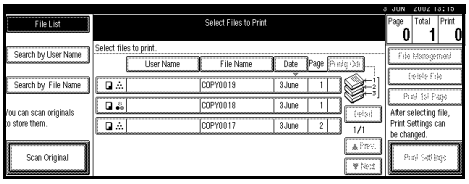
Note

❒ To display all the files saved in the Document Server, press **[File List]**.

To Search by User Name

1 **Press the 【Document Server】 key.**

2 **Press [Search by User Name].**

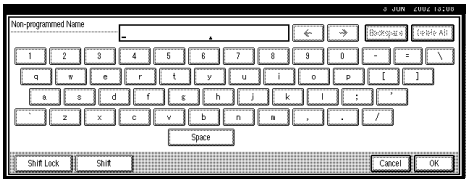


3 **To specify a registered user name, select the user name from the displayed list, and then press [OK].**

Note

❒ To specify an unregistered user name, follow the procedure below.

4 **To specify an unregistered user name, press [Non-programed Name]. The entry dialog box below appears. Enter the unregistered user name in the entry dialog box, and then press [OK].**



Reference

⇒ p.97 "Entering Text"

5 **Press [OK].**

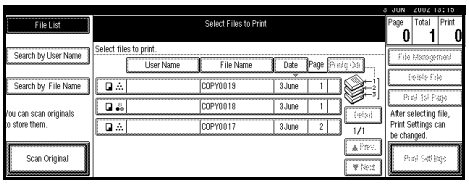
Only the files beginning with the name entered appear in the "Select Files to Print" display.

Note

❒ To display all the files saved in the Document Server, press **[File List]**.

Printing Saved Documents

1 **Press the line for the document you want to print.**



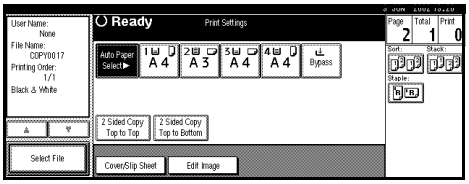
Note

❒ If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

❒ You can print multiple documents. ⇒ p.48 "Selecting a Document"

2 **If you need to change any of the print settings, press [Print Settings].**

The "Print Settings" display appears. User names, file names, and print order of documents appear.



Note

❒ Print settings made for printing in copier or printer mode are stored after printing and applied to the next printing. Print settings made in facsimile mode, however, are not stored.

❒ If you select multiple documents, print settings remain in the first document, but they do not remain in the other documents.

❒ Print setting items are listed below. For more information about the print results according to each setting, see the Copy Reference.

❖ **Binding format**

- 2-Sided Copy Top to Top
- 2-Sided Copy Top to Bottom

❖ **Cover handling**

- Cover/Slip Sheet
- Edit Image

❖ **Finish**

- Sort
- Stack
- Staple

❒ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. ⇒ p.51 "Sample Copy".

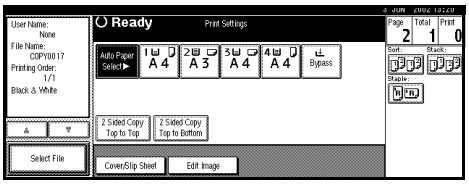
❒ When multiple documents are printed at the same time, the print settings made for the document printed first are applied to all other documents.

❒ If you select multiple files, you can confirm the file names or print order of the files selected in step **1** by scrolling through the list with **[▼]** and **[▲]**.

❒ Press **[Select File]** to return to the "Select Files to Print" display.

❒ "Stamp" cannot be set for documents saved in facsimile mode.

3 Enter the required number of prints using the number keys.



Note

❒ Up to 99 can be entered.

4 Press the [Start] key.

The machine starts printing.

Stop printing

1 Press the [Clear/Stop] key.

2 Press [Stop].

Changing the number of copies during printing

Limitation

❒ The number of copies can only be changed when the Sort function is selected in the print settings.

1 Press the [Clear/Stop] key.

2 Press [Change Quantity].

3 Use the number keys to enter a new number of copies.

4 Press the [#] key.

5 Press [Continue].

Printing restarts.

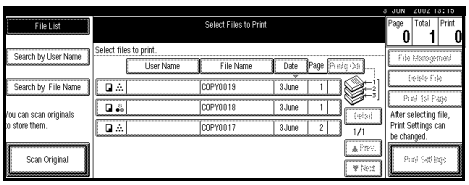
Sample Copy

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the **[Sample Copy]** key.

Limitation

❒ This function can be used only when the Sort function is selected.

1 Select the document to be printed.



Note

❒ If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

❒ You can search for a document by user or file name using **[Search by User Name]** or **[Search by File Name]** respectively. ⇒ p.49 "Searching Saved Documents"

❒ You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.

❒ To cancel a document selection, press the highlighted line for the selected document.

2 Press the [Sample Copy] key.

The first set is printed out.

3 Press [Continue].

Printing restarts.

Note

❒ Press **[Suspend]** to cancel printing and return to the "Print Settings" menu to change settings.

Print First Page

You can print the first page of the document selected in the "Select Files to Print" display to check content.

If more than one document is selected, the first page of each is printed.

1 **Select the document to be printed.**

Note

❒ If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

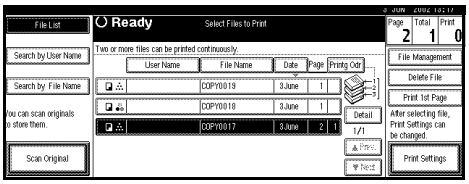
Note

❒ You can search for a document by user or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. ⇒ p.49 "Searching Saved Documents"

❒ You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.

❒ To cancel a document selection, press the highlighted line for the selected document.

2 **Press [Print 1st Page].**



3 **Press the [Start] key.**

Deleting Saved Documents

Important

❒ You can save up to 1,000 documents in the Document Server. No more documents can be saved when there are 1,000 documents in the Document Server. You should delete unnecessary documents.

Note

❒ You can delete all the saved documents at once with the User Tools. ⇒ p.82 "Delete All Files"

1 **Press the [Document Server] key.**

2 **Select the document to be deleted.**

Note

❒ If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

Note

❒ You can delete multiple documents at once. ⇒ p.48 "Selecting a Document"

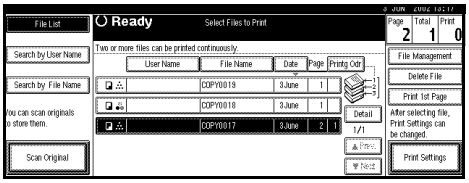
❒ You can search for a document by user or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. ⇒ p.49 "Searching Saved Documents"

❒ You can sort document names in the list by the user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.

❒ If you cannot find the document using the name, you can print the first page of a document to check its contents. ⇒ p.52 "Print First Page"

❒ Press the selected line again to cancel the print job.

3 **Press [Delete File].**



4 **Press [Delete] to delete the document.**

Settings for the Document Server

❖ **Copier/Document Server Features ⇒ "General Features 4/5" in Copy Reference**

Items		Default settings
Copy Settings	Document Server Storage Key:F1	1 Sided → 2 Sided:T to T
	Document Server Storage Key:F2	2 Sided:T to T → 2 Sided:T to T
	Document Server Storage Key:F3	1 Sided → 1 Sided Combine: 2 Originals
	Document Server Storage Key:F4	1 Sided → 1 Sided Combine: 4 Originals
	Document Server Storage Key:F5	Create Margin

❖ **System Settings ⇒ p.62 "General Features", ⇒ p.65 "Tray Paper Settings", p.68 "Timer Setting", p.77 "Key Operator Tools"**

	Items	Default settings
General Features	Warm Up Notice	ON
	Copy Counter Display	Up
	Output:Document Server	Internal tray
Tray Paper Settings	Paper Tray Priority: Document Server	Tray 1
	Cover Sheet Tray	OFF
	Slip Sheet Tray	OFF
Timer Settings	Copier/Document Server Auto Reset Timer	60 seconds
Key Operator Tools	Auto Delete File	Yes After 3 day(s)
	Delete All Files	--
	Display Password with Stored File	OFF

5. User Tools (System Settings)

User Tools Menu (System Settings)

● These items must be set to use the function. Be sure to set them before using the corresponding function.

❍ These items must be set if required.

❖ **General Features ⇒ p.62 "General Features"**

	Default	Copier	Facsimile	Printer	Scanner
Panel Tone	ON	❍	❍	❍	❍
Warm Up Notice	ON	❍	❍		
Copy Count Display	Up	❍			
Function Priority	Copier	❍	❍	❍	❍
Print Priority	Display	❍	❍	❍	
Function Reset Timer	3 seconds	❍	❍	❍	
Output: Copier	Internal tray 1	❍			
Output: Document Server	Internal tray 1				
Output: Facsimile	Internal tray 1		❍		
Output: Printer	Internal tray 1			❍	

❖ **Tray Paper Settings ⇒ p.65 "Tray Paper Settings"**

	Default	Copier	Facsimile	Printer	Scanner
Paper Tray Priority: Copier	Tray 1	❍			
Paper Tray Priority: Printer	Tray 1			❍	
Tray Paper Size: Tray 1	Auto Detect	❍	❍	❍	
Tray Paper Size: Tray 2	Auto Detect	❍	❍	❍	

	Default	Copier	Facsimile	Printer	Scanner
Tray Paper Size: Tray 3	Auto Detect	❍	❍	❍	
Tray Paper Size: Tray 4	Auto Detect	❍	❍	❍	
Paper Type: Bypass tray	No display	❍		❍	
Paper Type: Tray 1	No display/2 Sided Copy/Auto Paper Select	❍		❍	
Paper Type: Tray 2	No display/2 Sided Copy/Auto Paper Select	❍		❍	
Paper Type: Tray 3	No display/2 Sided Copy/Auto Paper Select	❍		❍	
Paper Type: Tray 4	No display/2 Sided Copy/Auto Paper Select	❍		❍	
Cover Sheet Tray	OFF	❍		❍	
Slip Sheet Tray	OFF	❍		❍	

5

❖ Timer Setting ⇒ p.68 "Timer Setting"

	Default	Copier	Facsimile	Printer	Scanner
Auto Off Timer	60 minute(s)	❍	❍		
Energy Saver Timer	15 minute(s)	❍	❍		
Panel Off Timer	60 seconds	❍	❍		❍
System Reset Timer	60 seconds	❍	❍	❍	❍
Copier/Document Server Auto Reset Timer	60 seconds	❍			
Facsimile Auto Reset Timer	30 seconds		❍		

	Default	Copier	Facsimile	Printer	Scanner
Scanner Auto Reset Timer	60 seconds				❍
Set Date	--	●	●		
Set Time	--	●	●		

❖ **Interface Settings ⇒ p.70 "Interface Settings/Network", p.72 "Interface Settings/Parallel Interface", p.73 "Interface Settings/IEEE 1394 (Option)", p.74 "Interface Settings/IEEE 802.11b (Option)"**

		Default	Copier	Facsimile	Printer	Scanner
Network	IP Address	011.022.033.044		❍	❍	❍ *3
	Sub-net Mask	000.000.000.000		❍	❍	❍ *3
	Gateway Address	000.000.000.000		❍	❍	❍ *3
	Network Boot	NONE		❍	❍	❍ *3
	Effective Protocol	(all effective)		❍	❍	❍ *3
	NW Frame Type	Auto select		❍	❍	❍ *3
	LAN Type	Ethernet		❍	❍	❍ *3
	Ethernet Speed	Auto select		❍	❍	❍ *3
Parallel interface	Parallel Timing	ACK outside		❍	❍	
	Parallel Communication Speed	High speed		❍	❍	
	Selection Signal Status	High		❍	❍	
	Input Prime	Invalid		❍	❍	
	Bidirectional Communication	ON		❍	❍	
	Signal Control	Job acceptance priority		❍	❍	

		Default	Copier	Facsimile	Printer	Scanner
IEEE 1394 *1	IP address	000.000.000 .000		❍	❍	❍ *3
	Sub-net Mask	000.000.000 .000		❍	❍	❍ *3
	IP over 1394	Active		❍	❍	❍ *3
	SCSI Print (SBP-2)	Active			❍	
	Bidirectional SCSI print	ON			❍	
IEEE 802.11b *2	Communication Mode	802.11 Ad hoc		❍	❍	❍ *3
	SSID Setting	ASSID		❍	❍	❍ *3
	Channel	11		❍	❍	❍ *3
	WEP (Encryption) Setting	Inactive		❍	❍	❍ *3
	Wireless LAN Signal	--				
	Transmission Speed	Auto		❍	❍	❍ *3
	Return to Defaults	--				

*1 Displayed when the IEEE1394 board (option) is installed.
*2 Displayed when the Wireless LAN board (option) is installed.
*3 Settings are required when using the delivery, TWAIN, store file, or mail delivery functions.

❖ File Transfer

	Default	Copier	Facsimile	Printer	Scanner
Delivery Option	OFF		❍		❍
Fax RX Transmission	--		❍		
Scanner Recall Interval time	300 seconds				❍
Number of Scanner Recalls	3 time(s)				❍

❖ Key Operator Tools

	Default	Copier	Facsimile	Printer	Scanner
User Code Management	OFF	❍	❍	❍	❍
Key Counter Management	All OFF	❍	❍	❍	❍
External Charge Unit Management	--	❍	❍	❍	❍
Key Operator Code	NO	❍	❍	❍	❍
Panel Off Level	Level 1	❍	❍		
Display/ Print Counter	--	❍	❍	❍	❍
Display/ Clear/Print Counter per User Code	--	❍	❍	❍	❍
Address Book Management	--	❍	❍	❍	❍
Address Book: Program/Change/Delete Group	--				❍
Address Book: Change Order	--				❍
Address Book: Edit Title	--	❍	❍	❍	❍
Address Book: Select Title	Title 1	❍	❍	❍	❍
Auto Delete File	Yes After 3 day(s)	❍	❍	❍	❍
Delete All Files	--	❍	❍	❍	❍
Display Password with Stored File	OFF	❍	❍	❍	❍

	Default	Copier	Facsimile	Printer	Scanner
Key Operator's E-mail Address	--				❍
AOF (Always ON)	ON				

Accessing User Tools (System Settings)

This section is the key operators in charge of this machine. You can change or set the machine's default settings.

Note

❒ Operations for system settings are different from normal operations. After using User Tools, be sure to exit.

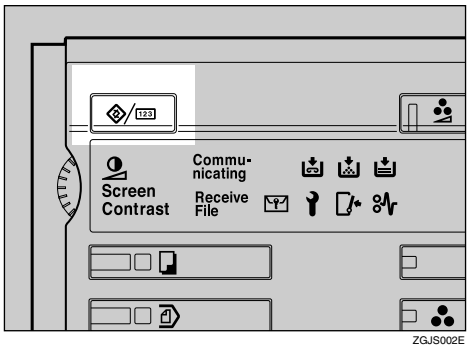
❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **【Energy Saver】** or **【Clear Modes】** key is pressed.

Changing Settings

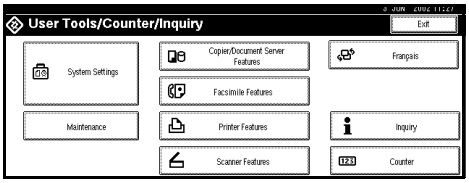
Note

❒ If a key operator code has been set, the key operator code entry dialog box appears. Enter the key operator code, and then press **[OK]**. ⇒ p.77 "Key Operator Code"

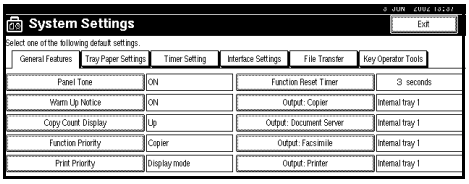
1 **Press the 【User Tools/Counter】 key.**



2 **Press [System Settings].**



3 **Select the desired menu and press the desired key.**



4 **Change settings by following instructions on the display panel. Then press [OK].**

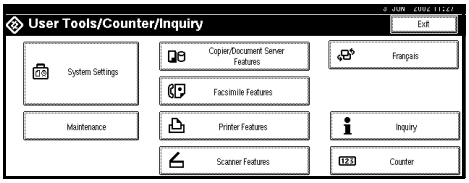
Note

❒ To cancel changes made to settings and return to the normal function display, press the **【User Tools/Counter】** key.

Exiting from User Tools

1 **Press the 【User Tools/Counter】 key.**

Changing the system setting is finished, and the machine returns to Copy or Print mode.



Note

❒ You can also exit from User Tools by pressing **[Exit]**.

Settings You Can Change with the User Tools

Reference

For how to access User Tools, see p.61 “Changing Settings”.

General Features

❖ **Panel Tone**

The beeper (key tone) sounds when a key is pressed.

Note

❒ Default: *ON*

❖ **Warm Up Notice (Copier/Document Server)**

Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

Note

❒ If the “Panel Tone”setting is “OFF”, the beeper does not sound, whatever the “Warm Up Notice”setting.

❒ Default: *ON*

❖ **Copy Count Display (Copier/Document Server)**

The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).

Note

❒ Default: *Up (count up)*

❖ **Function Priority**

You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

Note

❒ Default: *Copier*

❖ **Print Priority**

Print priority is given to the mode selected.

Reference

⇒ p.38 “Multi-Access”

Note

❒ Default: *Display mode*

❒ When “Interrupt” is selected, the current print job will be interrupted after maximum of 5 sheets.

❒ When the optional Internal Tray, Shift Sort Tray, 500-Sheet Finisher, or 1000-Sheet Finisher is installed on the machine, you can specify an output tray to which documents are delivered. For more information about how to specify an output tray for each function, see the following descriptions:

- p.63 “Output: Copier (Copy mode)”
- p.64 “Output: Document Server (Document server)”
- p.64 “Output: Facsimile (Facsimile)”
- p.64 “Output: Printer”

❖ Function Reset Timer

You can set the length of time the machine waits before changing modes when using the multi-access function (⇒ p.38 “Multi-Access”). This is useful if you make many copies and you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job.

Note

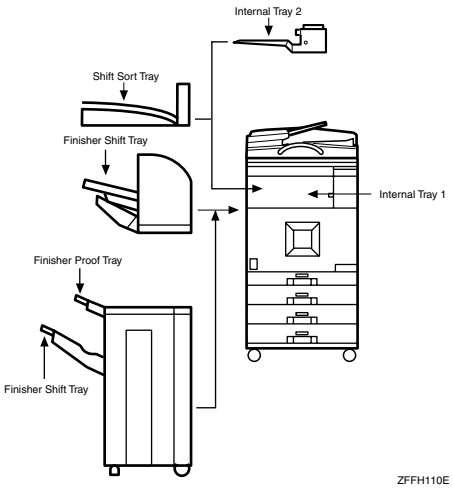
❒ Default: *3 seconds*

❒ The Function Reset Timer setting is ignored if "Interrupt" is set for "Print Priority" (⇒ p.62).

❒ When you select "Set Time", enter the time (3~30 seconds by 1 second steps) with the number keys.

❖ Output: Copier (Copy mode)

You can specify a tray to which documents are delivered.



Note

❒ Default: *Internal Tray 1*

❖ **Output: Document Server (Document server)**
You can specify a tray to which documents are delivered.

Note
❒ Default: *Internal Tray 1*
❒ For details about output trays, refer to p.63 "Output: Copier (Copy mode)".

❖ **Output: Facsimile (Facsimile)**
You can specify a tray to which documents are delivered.

Note
❒ Default: *Internal Tray 1*
❒ For details about output trays, refer to p.63 "Output: Copier (Copy mode)".

❖ **Output: Printer**
You can specify a tray to which documents are delivered.

Note
❒ Default: *Internal Tray 1*
❒ The output trays set on the Printer Driver have priority over the output tray specified above.
❒ For details about output trays, refer to the illustration in p.63 "Output: Copier (Copy mode)".

Output tray settings

Limitation
❒ You cannot interrupt the current stapling job even when a stapling job is specified with a different function.
❒ When the 500-Sheet Finisher or 1000-Sheet Finisher is installed and stapling or shift-sorting is specified for a job, the job will be delivered to the Finisher Shift Tray regardless of the output tray specified.
❒ The output tray used can be changed, when a stapling job of a different function is interrupted by copying, as in the following cases:

❖ **When the 500-Sheet Finisher is installed and the finisher tray is specified for the output tray:**
- The interrupting job will be delivered to Internal Tray 1.

❖ **When the 1000-Sheet Finisher is installed and the finisher tray is specified for the output tray:**
- The interrupting job will be delivered to Finisher Proof Tray.

Tray Paper Settings

❖ **Paper Tray Priority:Copier (Copier/Document Server)**
You can specify the tray to supply paper for output.

Note
❒ Default: *Tray 1*

❖ **Paper Tray Priority:Printer (Printer)**
You can specify the tray to supply paper for output.

Note
❒ Default: *Tray 1*

❖ **Tray Paper Size: (Tray 1–4)**
Select the size of the copy paper set in the paper tray.

- The paper sizes you can set for trays 1 and 2 are as follows:
  - Auto Detect, A3, B4, A4, A4, B5, B5, A5, A5, A6, 8K, 16K, 16K
  - 11"×17", $8^1/_2$"×14", $8^1/_2$"×13", $8^1/_2$"×11", $8^1/_2$"×11", $8^1/_4$"×13", 8"×13", $7^1/_4$"×$10^1/_2$", $7^1/_4$"×$10^1/_2$", $5^1/_2$"×$8^1/_2$", $5^1/_2$"×$8^1/_2$", custom size (100.0-297.0 mm (3.94"-11.69") wide × 148.0-432.0 mm (5.83"-17.00") long)
- The paper sizes you can set for trays 3 and 4 are as follows:
  - Auto Detect, A3, B4, A4, A4, B5, B5, A5, A5, 8K, 16K, 16K
  - 11"×17", $8^1/_2$"×14", $8^1/_2$"×13", $8^1/_2$"×11", $8^1/_2$"×11", $8^1/_4$"×13", 8"×13", $7^1/_4$"×$10^1/_2$", $5^1/_2$"×$8^1/_2$", $5^1/_2$"×$8^1/_2$", custom size (148.0-297.0 mm (5.83"-11.69") wide × 148.0-432.0 mm (5.83"-17.00") long)

Important
❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.

Note
❒ The tray fence for the optional large capacity tray (LCT) is fixed. If you need to change the paper size, contact your service representative.

❒ Default: *Auto Detect*

Reference
⇒ p.112 "Changing the Paper Size"

❖ **Paper Type:Bypass Tray**

Sets the display so you can see what type of paper is loaded in the bypass tray.

- The paper types you can set for the bypass tray are as follows:
  - Plain paper, Recycled paper, Special paper, Colour paper, Letterhead, OHP, Label paper, Punched paper, Bond paper, Cardstock, Plain paper (Dup. Back), Thick paper (Dup. Back)

Note

❒ Paper size which can be detected automatically, will be detected in ▭ direction.

❒ Default: *No display*

❖ **Paper Type:Tray1–4**

Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

- The paper types you can set for trays 1 and 2 are as follows:
  - Recycled paper, Special paper, Colour paper, Letterhead, Preprinted paper, Punched paper, Label paper, Bond paper, Cardstock, OHP, Thick paper
- The paper types you can set for trays 3 and 4 are as follows:
  - Recycled paper, Special paper, Colour paper, Letterhead, Preprinted paper, Punched paper, Bond paper, Cardstock

Note

❒ Default:

- Paper Type: *No display*
- Copying Method: *2 Sided Copy*
- Apply Auto Paper Select: *Yes*

❒ A 1 is displayed next to the paper tray if "No" is selected in "Auto Paper Select".

Limitation

❒ "Auto Paper Select" can only be selected for the Copy function if "No display" and "Recycled paper" are selected. If "No" is selected, "Auto Paper Select" will not be valid for the tray.

❖ Cover Sheet Tray

Allows you to specify and display the paper tray to set cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

Note

❒ Default:

- Tray to program: *NONE*

❒ The functions that use the Cover Sheet Tray setting are the front cover function and front/back cover function.

❒ When "At Mode Selected" is selected, the Cover Sheet Tray settings are only displayed when the cover function is selected.

❒ When "Full Time" is selected, the Cover Sheet Tray is always displayed.

❒ You can set the Copying Method in Duplex setting only when "At Mode Selected" is selected.

Reference

⇒ "Covers" in the Copy Reference

❖ Slip Sheet Tray

Allows you to specify and display the paper tray to set slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

Note

❒ Default:

- Tray to program: *NONE*

❒ When "At Mode Selected" is selected, the Slip Sheet Tray settings are only displayed when the cover function is selected.

❒ When "Full Time" is selected, the Slip Sheet Tray is always displayed.

Reference

"Slip Sheets" in the Copy Reference

Timer Setting

❖ Auto Off Timer

The machine turns off automatically to conserve energy after a specified amount of time has passed following job completion. This function is called "Auto Off".

The machine status after the Auto Off operation is called "Off mode" or "Sleep mode". For the Auto Off Timer, specify the time to elapse before the Auto Off function is activated.

The time can be set from 1 minute to 240 minutes using the number keys.

Note

❒ Default: *60 minutes*

❒ When in "Off" or "Sleep mode", the machine can be ready for use within 99 seconds.

❒ Auto off may not work when errors are displayed.

❖ Energy Saver Timer

Set the amount of time the machine waits before switching to lower-power mode after copying has finished or the last operation is performed.

The time can be set from 1 minute to 240 minutes using the number keys.

Note

❒ Default: *15 minutes*

❖ Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

Note

❒ The warm up time for making a copy from standby mode is 3 seconds for Panel off Level 1 and 10 seconds for Panel off Level 2.

❒ Default: *60 seconds*

❒ Enter a time interval between 10 seconds and 999 seconds using the number keys.

❖ System Reset Timer

The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or when an interruputed job is cleared. This setting sets the system reset interval. ⇒ p.62 "Function Priority"

Note

❒ Default: *60 seconds*

❒ The time can be set from 10 to 999 seconds by 1 second steps using the number keys.

❖ **Copier/Document Server Auto Reset Timer (Copier/Document Server)**
Specifies the time to elapse before the copier and Document Server functions reset.

Note
❒ If **[No]** is selected, the machine will not automatically switch to the user code entry screen.
❒ Default: *60 seconds*
❒ The time can be set from 10 to 999 seconds using the number keys.

❖ **Facsimile Auto Reset Timer (Facsimile)**
Specifies the time to elapse before the facsimile function is reset.

Note
❒ Default: *30 seconds*
❒ The time can be set from 30 to 999 seconds using the number keys.

❖ **Scanner Auto Reset Timer (Scanner)**
Specifies the time to elapse before the scanner function resets.

Note
❒ If **[No]** is selected, the machine will not automatically switch to the user code entry screen.
❒ Default: *60 seconds*
❒ The time can be set from 10 to 999 seconds using the number keys.

❖ **Set Date**
Set the date for the copier's internal clock using the number keys.

Note
❒ To change between year, month and day, press **[←]** and **[→]**.

❖ **Set Time**
Set the time for the copier's internal clock using the number keys.

Note
❒ To change between minutes and seconds, press **[←]** and **[→]**.

Interface Settings/Network

❖ **IP Address**

Before using this machine with the network environment, you must configure the IP address.

Note

❒ Default: *011.022.033.044*

❒ Do not use an IP address that is used for another machine. To get the addresses, contact your network administrator.

❒ If you install the IEEE 1394 board (option) and use the IEEE 1394 interface, you must set the address of the domain, different from the IP address of **[IEEE 1394]**. If you intend to set the address for the same domain, set a different value for the Sub-net Mask.

❒ Press **[←]** or **[→]** to move between each group of three numbers.

❖ **Sub-net Mask**

This is a number used to mathematically "mask" or hide an IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

Note

❒ Default: *000.000.000.000*

❒ Press **[←]** or **[→]** to move between each group of three numbers.

❖ **Gateway Address**

A gateway is a connection or interchange point connecting two networks. Configure the gateway address for the router or host computer used as a gateway.

Note

❒ Default: *000.000.000.000*

❒ Press **[←]** or **[→]** to move between each group of three numbers.

❒ To get the address, contact your network administrator.

❖ **Network Boot**

Select how to set an IP address from a client.

Note

❒ Default: *NONE*

❒ For details about settings, consult your network administrator.

Reference

For details, see the Printer Reference

❖ **Effective Protocol**

Select the protocol to use in the network.

Note

❒ Default: *TCP/IP:Effective, NetWare:Effective, NetBEUI:Effective, AppleTalk: Effective*

❖ **NW Frame Type**

Select the frame type when you use NetWare.

Note

❒ Default: *Auto select*

❖ **LAN Type**

When you have installed the Wireless LAN board (option), select the interface, Wireless LAN (IEEE 802.11b) or Ethernet.

Note

❒ Default: *Ethernet*

❖ **Ethernet Speed**

Set the access speed for networks.
Select a speed that matches your network environment. "Auto Select" should usually be specified.

Note

❒ Default: *Auto select*

Interface Settings/Parallel Interface

❖ **Parallel Timing**

Specifies the timing setting for the parallel interface. Under normal circumstances, you will not need to change this setting.

Note

❒ Default: *ACK outside*

❖ **Parallel Communication Speed**

Specifies the communication speed of the parallel interface. If the communication speed is set too fast, data transfer may not flow smoothly. If this occurs, change the setting to “Standard”.

Note

❒ Default: *High speed*

❖ **Selection Signal Status**

Specifies the signal setting of the parallel interface.

Note

❒ Default: *High*

❖ **Input Prime**

Specifies whether the prime signal is active or inactive when an input prime signal is sent. Under normal circumstances, you will not need to change this setting.

Note

❒ Default: *Invalid*

❖ **Bidirectional Communication**

Specifies the printer's response mode and so forth for a status request when using the parallel interface. If you experience problems when using other manufacturers' printers, set this to “OFF”.

Limitation

❒ If this is set to “OFF”, asynchronous functions will not work.

Note

❒ Default: *ON*

❖ **Signal Control**

Specifies the error processing settings for when an error occurs when printing from a computer or sending faxes. Under normal circumstances, you will not need to change this setting.

Note

❒ Default: *Job acceptance priority*

Interface Settings/IEEE 1394 (Option)

Preparation

You must install the IEEE 1394 board (option) into the machine.

The Wireless LAN board (option) cannot be installed at the same time.

❖ IP Address

When you connect this machine to a network using the IEEE 1394 board (option), you must configure the IP address.

Note

❒ Default: 000.000.000.000

❒ When you use the IEEE 1394 interface on a network, you cannot use the Ethernet interface in the same domain. To use it in the same domain, set a different value for the Sub-net Mask.

❖ Sub-net Mask

This is a number used to mathematically "mask" or hide an IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

Note

❒ Default: 000.000.000.000

❒ When you use the IEEE 1394 interface on a network, you cannot use the Ethernet interface in the same domain. To use it in the same domain, set the different value for the Sub-net Mask.

❒ Press **[←]** or **[→]** to move between each group of three numbers.

❖ IP over 1394

When you use the IP over 1394 function of the IEEE 1394 interface to connect the machine to the network, or you print using a personal computer with the IP over 1394 driver, you must set the IP over 1394. This function is supported by Windows Me or Windows XP.

Note

❒ Default: *Active*

❒ When using the IP over 1394 function, set the IP Address and the Sub-net Mask.

Reference

For details, see the Printer Reference.

❖ **SCSI Print (SBP-2)**

When you print using the SCSI Print client function supported by Windows 2000 or Windows XP, you must set SCSI Print. For details, see the Network Reference.

Note

❒ Default: *Active*

❒ When using the SCSI Print (SBP-2), setting the IP Address and the Sub-net Mask is not required.

❖ **Bidirectional SCSI Print**

Specifies the printer's response mode and so forth for a status request when using the IEEE 1394 interface.

Note

❒ Default: *ON*

❒ If this is set to "OFF", asynchronous functions will not work.

Interface Settings/IEEE 802.11b (Option)

Preparation

You must install the Wireless LAN board (option) into the machine.

The IEEE 1394 board (option) cannot be installed at the same time.

Note

❒ Be sure to make all settings simultaneously.

❖ **Communication Mode**

Specifies the communication mode of the Wireless LAN.

Note

❒ Default: *802.11 Ad hoc*

❖ **SSID Setting**

Specifies SSID to distinguish the access point in the Infrastructure mode.

Note

❒ Default: *ASSID*

❒ If SSID is left blank for the 802.11b Ad hoc Mode or Ad hoc Mode, “ASSID” is displayed.

❖ **Channel**

Specifies a channel when you select 802.11b Ad hoc mode or Ad hoc mode.

Note

❒ The channel can be set from 1 - 13.

❒ Default: 11

❖ **Wireless LAN Signal**
Shows the radio-wave status of the access point connected in Infrastructure mode. Radio wave status is shown when you press **[Wireless LAN Signal]**.

❖ **WEP (Encryption) Setting**
Specifies encryption of the Wireless LAN. If this is set to effective, you must enter the WEP key.

Note
❒ Default: *Inactive*

❖ **Transmission Speed**
Specifies the communication speed of the Wireless LAN.

Note
❒ Default: *Auto*

❖ **Return to Defaults**
You can return Wireless LAN settings to the factory default value.

File Transfer

Make these settings as required when using ScanRouter V2 Lite/Professional.

Note
❒ The optional ScanRouter V2 Professional is required for distributing received fax documents.

❖ **Delivery Option**
If **[ON]** is selected, the delivery server IP address will be displayed.

Note
❒ Default: *OFF*
❒ The delivery server IP address can only be set from ScanRouter V2 Lite/Professional.

❖ **Fax RX File Transmission**

- Setting per Line
  Specifies whether or not received fax documents should be sent to ScanRouter V2 Professional for each of the fax lines.

  Note
  ❒ Default: *G3 Port 1/Do not Deliver, G3 Port 2/Do not Deliver, G3 Port 3/Do not Deliver*

- Print at Delivery
  Specifies whether or not received fax documents that are sent to ScanRouter V2 Professional should also be printed by the machine at the same time.

  Note

  ❒ Default: *No*

- File to Deliver
  Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and F code) should be sent to ScanRouter V2 Professional.

  Note

  ❒ Default: *File with Dlvry Code*

- Delivery Failure File
  If a received fax document cannot be sent to ScanRouter V2 Professional, the document is stored in the machine's memory. To print this stored data, select "Print File"; to delete the data, select "Delete File".

  Note

  ❒ If the machine can send data to ScanRouter V2 Professional, data is sent automatically.

  ❒ If you delete the data, you will not be able to distribute or print the data.

  ❖ Delivery Server IP Address

  Note

  ❒ Default: 000.000.000.000

❖ Scanner Recall Interval Time

Specifies the interval period waits before resending data or a document, if it could not be sent to ScanRouter V2 Lite/Professional.

Note

❒ Default: *300 Seconds*

❒ Enter an interval within the range of "60-900 seconds" (in one second intervals) with the number keys.

❒ This setting is for the Scanner function. Received faxes continue to be distributed.

❖ Number of Scanner Recalls

Note

❒ Default: *3* times

❒ Enter the number of times within the range of "1 to 99" using the number keys.

❒ This setting is for the Scanner function. The distribution of received fax documents will still be performed.

Key Operator Tools

The key operator must set the following items. For settings or more information, contact the key operator.

❖ User Code Management

Allows you to control who uses the machine by setting codes for users.
User codes must be registered for user code management. ⇒ p.83 "User Code".

Note

❒ Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/PC Control:ON*

❒ By using "Auto Registration" for the printer, you can keep a print log for each user code entered from the driver.

❖ Key Counter Management

Use the key counter to specify whether users are limited or not.

Note

❒ Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

❖ External Charge Unit Management

Use the external charge unit to limit the user's charge and to manage the use.

Note

❒ Default: *Copier/OFF, Document Server/OFF, Facsimille/OFF, Scanner/OFF, Printer/OFF*

❖ Key Operator Code

This specifies whether or not to use passwords (max. 8 digits) to control use of the "Key Operator Tools" settings for access codes.

Note

❒ Default: *OFF*

❒ If you select "ON", enter the access code (max. 8 digits) with the number keys, and then select "Partial" or "All Initial Settings" to set the access limit.

- If you selected "Partial"
  An access code is only required for the "Timer Setting", "Key Operator Tools" initial settings and for "Key Operator Tools" for the fax initial settings. "MENU PROTECT" will be set for "CHANGE/CONTROL" in the printer initial settings. If you set "MENU PROTECT", you can set the key operator code under of the printer initial settings. ⇒ "Printer Features Parameters" in the Printer Reference

- If you selected "All Initial Settings"
  An access code will be required to access all the items in the System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.

❒ If you select "All Initial Settings", you will need to enter the access code to access the Key Operator Code screen.

❖ Panel Off Level

Specifies the panel off level.

Level	Warm-up time
Level 1	about 3 second
Level 2	about 10 seconds

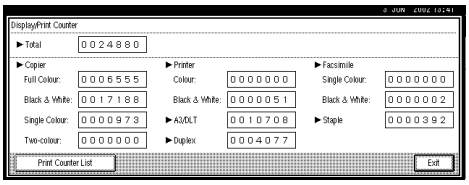
Note

❒ Default: *Level 1*

❖ Display/Print Counter

Allows you to view and print the number of prints.

- Display/Print Counter
  Displays the number of prints for each functions (Total, Copier (Full Colour/Black & White/Single Colour/Two-colour), Facsimile (Single Colour/Black & White), and Printer (Colour/Black & White) A3/DLT, 2-Sided Copy, Staple).
- Print Counter List
  Prints out a list of the number of prints for each functions.
- To print the counter list
  ① Press the **【User Tools/Counter】** key.
  ② Press **[System Settings]**.
  ③ Press **[Key Operator Tools]**.
  ④ Press **[Display/Print Counter]**.
  ⑤ Press **[Print Counter List]**.



⑥ Press the **【Start】** key.
⑦ Press **[Exit]**.

❖ Display/Clear/Print Counter per User Code

Allows you to view and print the number of prints accessed with user codes and to set the values to 0.

Note

❒ Press **[▲]** and **[▼]** to show all the number of prints.

- Print Counter per User Code
  Prints the number of prints for each of the user codes.
- Clear Counter per User Code
  Sets the number of prints for each of the user codes to 0.
- The number of prints may differ from the counter value of Total Counter in the User Tools.

Note

❒ Print List for Each User Code ⇒ p.87 "Printing the number of prints for Each User Code".

- Print Counter for All User Codes
  Prints the number of prints for all the user codes.
- Clear Counter for All User Codes
  Sets the number of prints for all the user codes to 0.

❖ Address Book Management

Adds, changes or deletes user codes (max 8 digits). For details on operations, see p.83 "User Code".

Note

❒ You can register up to 2000 user names.

❒ You can register up to 80 user codes. If you add the optional functions, you can register up to 200 user codes.

❒ You can also register user codes from SmartNetMonitor for Admin (printer option required).

❒ Even if you change user codes, number of prints are not cleared.

❒ If you clear a user code, its number of prints associated with it are also automatically cleared.

- **[Program/Change]**
  This registers new user codes. You can register and change user codes and user names.
- User name
  User (destination) name, key display, registeration number, title selection
- User code
  User code, available functions
- By E-mail Address
  E-mail address, sender's password, enter password
- **[Delete]**
  Deletes a user.

❖ Address Book: Program/Change/Delete Group

You can register multiple users in a group.
Then you can easily control the registered users for each group.

- **[Program/Change]**
  This registers new groups, or changes the group name, key display, title selection, or registration number.
- **[Delete]**
  Deletes a group.

❖ Address Book: Change Order

Changes the order of the registered user (destination).

Note

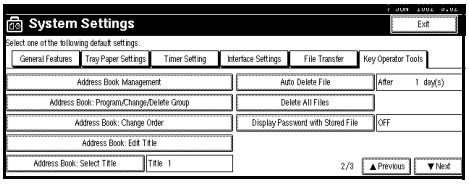
❒ You can rearrange the order of items on the same page, but you cannot move the items to another page. For example, you cannot move an item from "PLANNING" (**[OPQ]**) to "DAILY" (**[CD]**).

① Press the **[User Tools/Counter]** key.

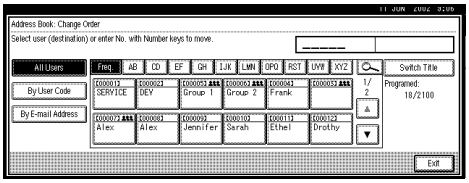
② Press **[System Settings]**.

③ Press **[Key Operator Tools]**.

④ Press **[Address Book:Change Order]**.



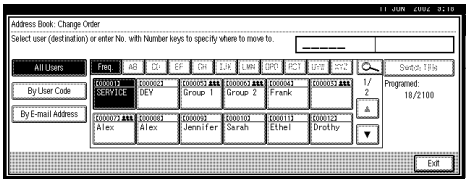
⑤ Press the user (destination) key to be moved.



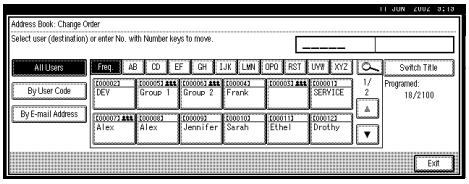
Note

❒ You can select a user with the number keys.

⑥ Press the user destination key which is in the place, you want to move to.



The user (destination) selected in step ⑤ moves to the place selected in step ⑥, and the keys for the other users will shift.



Note

❒ You can select a user using the number keys.

❖ Address Book: Edit Title

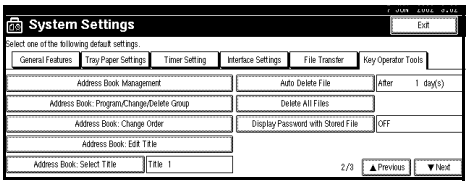
You can edit the title to find a desired user easily.

① Press the **[User Tools/Counter]** key.

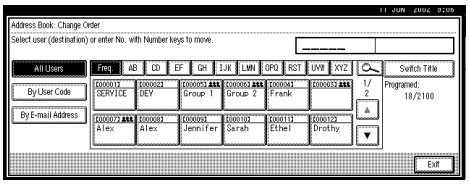
② Press **[System Settings]**.

③ Press **[Key Operator Tools]**.

④ Press **[Address Book: Edit Title]**.



⑤ Press the title key to be changed.



⑥ Enter the new name, and then press **[OK]**.

⑦ Press **[Exit]**.

❖ Address Book: Select Title

Specifies the title to select a user.

Note

❒ Default: *Title 1*

❖ **Auto Delete File**

Specifies whether the documents stored in the document server are to be deleted or not after a specified period of time.

Note

❒ Default: *Yes After 3 day(s)*

❒ If you select Yes, the documents stored after this setting will be deleted.

❒ If you select No, documents will not be deleted automatically.

❒ If you select Yes, enter the number of days within the range of 1 - 180.

❒ The factory setting is 3 days, which means documents will be deleted 3 days (72 hours) after they are stored.

❖ **Delete All Files**

All documents stored in document server will be deleted.

Note

❒ Even if a password has been set, all documents will be deleted.

❒ A confirmation dialog box will appear. To delete all documents, select **[OK]**.

❖ **Display Password with Stored File**

Specifies whether the password for the documents stored in the document server is temporarily displayed or not.

Note

❒ Default: *No*

❒ Only when you forget the password, select **[Yes]**. After you confirm the password, be sure to return the setting to **[No]**.

❖ **Key Operator's E-mail Address**

By registering the operator's E-mail Address, you can send an E-mail if problems arise. Specifies whether or not to use this function.
The default setting is blank, the E-mail address is not installed.

❖ **AOF (Always ON)**

Specifies whether or not to use Auto Off function.

Note

❒ Default: *ON*

User Code

By registering user codes, you can limit users to particular functions and check their use of each function. By installing an optional external charge unit in the machine, you can summarize and manage data on each function and monitor function usage in more detail.

The management and control items for each function are as follows:

❖ **Copier**

When you set User Code Management, entering the user code is requested before using the Copy function. This enables you to limit users for each colour settings.
The number of copies for each colour settings is counted for each user code. So you can check the usage for each user.

Note

❒ Select the colour in User Code Management. ⇒ p.77

❖ **Document Server**

When you set User Code Management, entering the user code is requested before using the Document Server function. This enables you to limit the users of the Document Server.
The number of copies in Document Server mode is counted for each user code as the accumulated printings.

Note

❒ Select the Document Server function in User Code Management. ⇒ p.77

❖ **Facsimile**

When you set User Code Management, entering the user code is requested before using the Facsimile function. This enables you to limit the users of the facsimile transmission.
The number of copies for the document stored in the document server in facsimile mode is counted for each user code. So you can check the usage for each user.

Note

❒ Select the Facsimile function in User Code Management. ⇒ p.77

❖ **Printer**

When you set User Code Management, you can print documents from the printer driver with the user code registered.
Black & White documents are counted as Black & White print, and documents which includes any of the colours are counted as colour print for each user code. You can check usage for each user.

Note

❒ To register the user code of the printer driver automatically, select Auto Registration for the printer in User Code Management. If you use the user code set in User Tools, select "Not Auto Registration" and set the user code for each colour. Set the user codes registered in User Tools for the printer driver ⇒ p.77.

❖ **Scanner**
Limits users who can use the Scanner function and manages the use of each user code.

Note

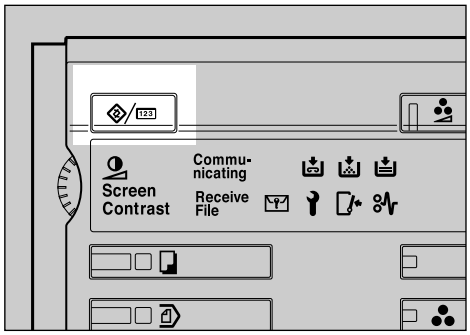
❒ Select the Scanner function in User Code Management settings (⇒ p.77).

Important

❒ The functions associated with each user code are the same. If you change or delete user codes, management data and limits of that code will become invalid.

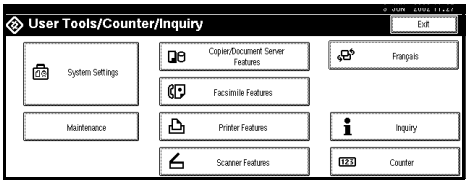
Registering the New User Code

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [System Settings].**



3 **Press [Key Operator Tools].**

4 **Press [Address Book Management].**

5 **Press [New Program].**

Note

❒ To register a user code to a registered user, press the user key whose user code is to be registered, or enter the registered number using the number keys.

6 **Set the user information.**

Note

❒ To register a user code to a registered user, skip to step **7**.

To register the user name and key name

❶ **Press [Change] on the right of the user name or key name.**

The user name or key name entry dialog box appears.

❷ **Enter the user name or key name, and then press [OK].**

Note

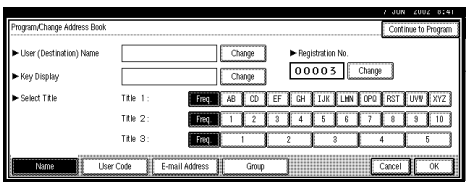
❒ You can use the same user name as that assigned to the documents in document server mode. In this case, entry of the user code is not required. ⇒ p.43 “Document Server”

Reference

⇒ p.97 “Entering Text”

To select the title

❶ **Press the key for the classification you want to use from “Select Title”.**



Note

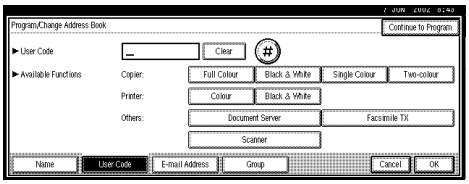
❒ The keys you can select are as follows:

- [Freq.]… Added to the page that is displayed first.
- [AB],[CD],[EF],[GH],[IJK],[LMN],[OPQ],[RST],[UVW],[XYZ]… Added to the list of items in the title selected.

❒ You can only select one page for "Title Select".

7 **Press [User Code].**

8 **Enter the user code using the number keys and then press [#].**

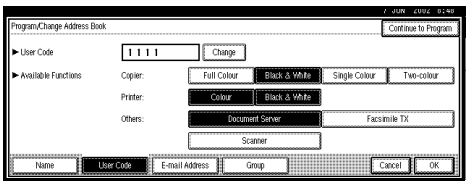


Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then enter the code again.

9 **Select the functions to be used with the user code from "Available Functions".**

10 **To continue registering user codes, press [Continue to Program], and then repeat the procedures from step 6.**



11 **Press [OK].**

12 **Press [Exit].**

13 **Press the 【User Tools/Counter】 key.**

Changing a User Code

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

4 **Press [Address Book Management].**

5 **Press [Program/Change].**

6 **Select the registered user code you want to change.**

You can also enter the registered number using the number keys.

7 **Enter the new information for the item you want to change.**

To change the user (destination) name or key name

❶ **Press [Change] on the right of the user (destination) name or key name.**

❷ **Enter the user (destination) name, and press [OK].**

Reference

⇒ p.97 "Entering Text"

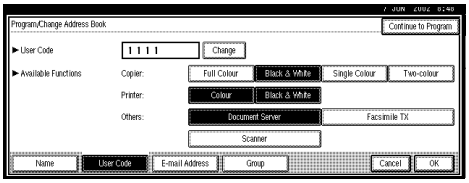
To change the title

❶ **Press the key for the classification you want to use from "Title Select".**

Changing the user code

❶ **Press [User Code].**

❷ **Press [Change], and then enter the new user code using the number keys.**



❸ **Press [#].**

To change the available functions

❶ **Press [User Code].**

❷ **Press the key to select the functions to be enabled.**

Note

❒ Press the key to make it highlighted, and the key will be enabled.

8 **Press [OK].**

9 **Press [Exit].**

10 **Press the 【User Tools/Counter】 key.**

Clearing a User Code

Important

❒ This operation also deletes user codes registered for multiple functions. User control with the deleted user code will be disabled.

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

4 **Press [Address Book Management].**

To clear a user (destination)

❶ **Press [Delete].**

❷ **Select the user (destination) you want to delete.**

Press the user (destination) key, or enter the registered number using the number keys.

❸ **Press [Yes] in the confirmation screen.**

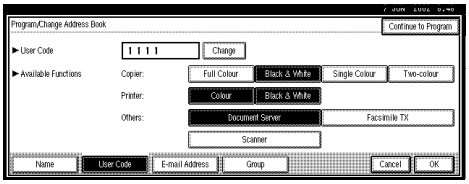
To delete the user code

❶ **Select a user (destination) whose user code is to be deleted.**

Press the user (destination) key, or enter the registered number using the number key.

❷ **Press [User Code].**

❸ **Press [Change] to delete the user code, and then press [#].**



❹ **Press [OK].**

5 Press [Exit].

6 Press the 【User Tools/Counter】 key.

Displaying the number of prints for Each User Code

You can check the number of prints for each function's user code.

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

3 Press [Key Operator Tools].

4 Press [Display/Clear/Print Counter per User Code].

5 Press [Print Counter].

The individual function counters for each user code are displayed.

Printing the number of prints for Each User Code

You can print out the number of prints for each user code using **[Copy Counter]** or **[Print Counter]**. Also, you can print out by using both of them together.

1 Press the 【User Tools/Counter】 key.

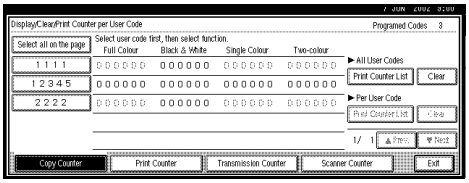
2 Press [System Settings].

3 Press [Key Operator Tools].

4 Press [Display/Clear/Print Counter per User Code].

To print the number of prints for each user code

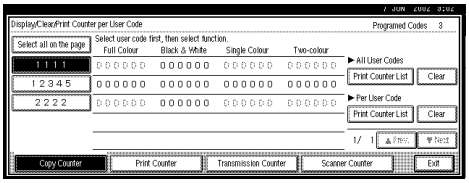
❶ **Select a User Code from the left side of the display.**



Note

❒ Press **[Select all on The Page]** if you want to select all user codes on the page.

❷ **Press [Print Counter List] of "Per User Code."**

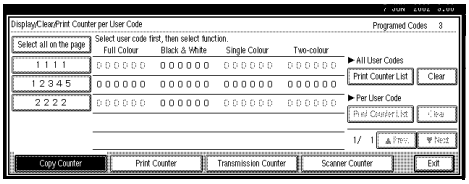


Note

❒ Enter the user code, and then press **[#]** if the user code is registered.

To print the number of prints for all user codes

❶ **Press [Print Counter List] of "All User Codes".**



Note

❒ Enter the user code, and then press **[#]** if the user code is registered.

5 Press [Print Counter].

6 Press [Print].

Clearing the number of prints

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

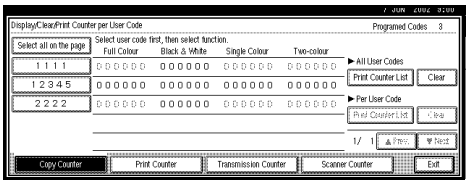
3 Press [Key operator Tools].

4 Press [Display/Clear/Print Counter per User Code].

5 Select the User Code to clear.

To clear the number of prints for each user code

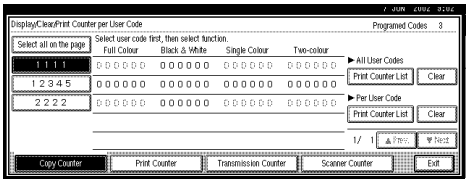
❶ Select a User Code from the left side of the display.



Note

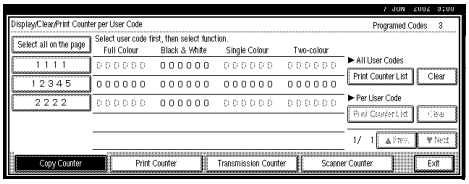
❒ Press **[All on The Page]** if you want to select all user codes on the page.

❷ Press [Clear] for "Per User Codes."



To clear the number of prints for all user codes

❶ Press [Clear] for "All User Codes."



6 Press [Print Counter].

7 Press [Print].

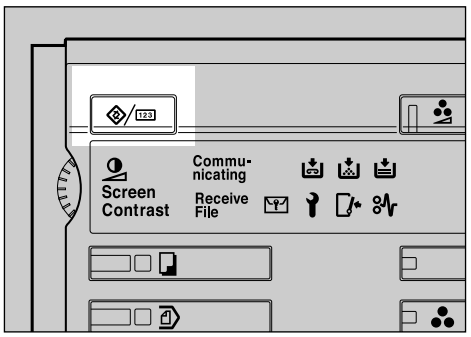
E-mail Destination

By registering an E-mail destination, you can send scanned documents by E-mail.

- It is easy to select the E-mail destination if you register "User (destination) name" and "Key name" for the E-mail destination.
- You can register an E-mail destination as a group.
- You can use the E-mail address as the Sender's address. In this case, you can set a password in order to prevent the use of other people.

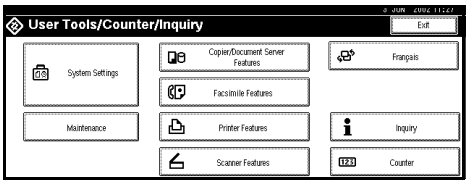
Registering an E-mail Destination

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [System Settings].**



3 **Press [Key Operator Tools].**

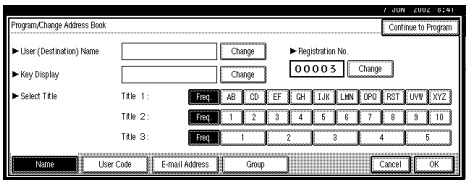
4 **Press [Address Book Management].**

5 **Press [New Program].**

Note

❒ To register an E-mail address to a registered user, press the user key you want to register, or enter the registered number using the number keys.

6 **Set the user's information.**



Note

❒ To register an E-mail address to a registered user, skip to step **7**.

To register the user (destination) name and key name

❶ **Press [Change] on the right of the user (destination) name or key name.**

The user (destination) name or key name entry dialog box appears.

❷ **Enter the user (destination) name or key name, and then press [OK].**

Note

❒ You can use the user name when selecting an address to send an E-mail to.

❒ You can register the user code following the user name. For more details, refer to "User Code" ⇒ p.83.

Reference

⇒ p.97 "Entering Text"

To select the title

❶ **To classify the user with the title, press the title key from "Select Title".**

Note

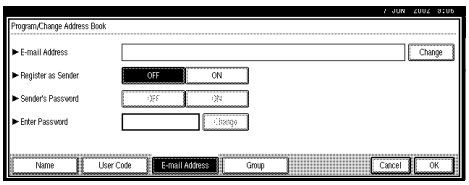
❒ The keys you can select are as follows.

- [Freq.]... Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [UKC], [LMN], [OPQ], [RST], [UVW], [XYZ],... Added to the list of items in the title selected.

❒ You can only select one page for "Title Select".

7 **Press [E-mail Address].**

8 **Press [Change] on the right of the "E-mail Address".**



The E-mail address entry dialog box appears.

9 **Enter the E-mail address.**

Note

❒ You can use the E-mail address as the Sender's address. In this case, you can set a password in order to prevent the use of other people.

❒ E-mail address can be set in "name" or "name @ domain" form. You can enter up to 128 characters for one address. Enter more than one character from the followings:

- Numerals
- Alphabets (uppercase and lowercase)
- Symbols (!#$%&'*+-/=?^_`{|}~)
- periods

You cannot enter periods continuously, or as the first or the last character.

Reference

⇒ p.97 "Entering Text"

Using as a sender

❶ **Press [ON] on the right of [Using as Sender].**

Setting a password

❶ **Press [ON] on the right of [Sender's password].**

❷ **Press [Change] on the right of the "Enter Password".**

❸ **Enter the password using the number keys and then press [#].**

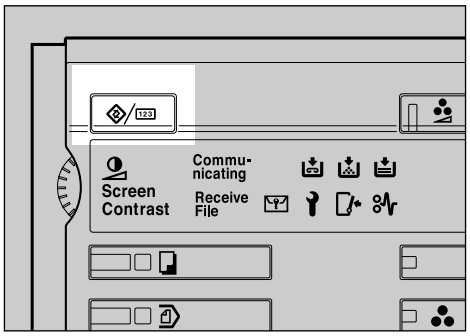
10 **Press [OK].**

Note

❒ When a group is registered, other E-mail destinations can be added to the group. (⇒ p.94 "Registering the E-mail Destinations to a Group")

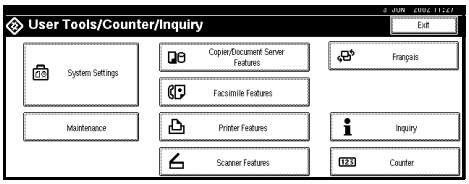
Changing a Registered E-mail Destination

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [System Settings].**



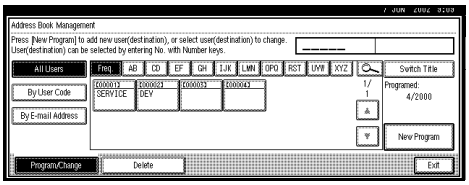
3 **Press [Key Operator Tools].**

4 **Press [Address Book Management].**

The registered user list appears.

5 **Select the user of the registered E-mail address you want to change.**

Press the user key you want to change, or enter the registered number using the number keys.



6 **Press [E-mail Address].**

7 **Enter the items.**

To change the E-mail address

❶ **Press [Change] on the right of the E-mail address.**

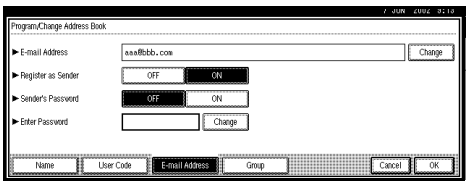
❷ **Enter the E-mail address, and then press [OK].**

Reference

⇒ p.97 “Entering Text”

To change the password

❶ **Press [Change] on the right of the password.**



❷ **Enter the new password using the number keys and then press [#].**

8 **Press [OK].**

Note

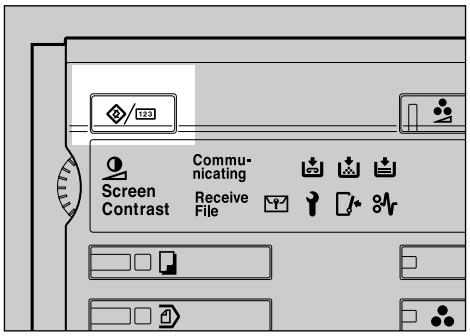
❒ To change the user name, refer to ⇒ p.85 “To change the user (destination) name or key name”.

❒ To clear the user name, refer to ⇒ p.86 “To clear a user (destination)”

5

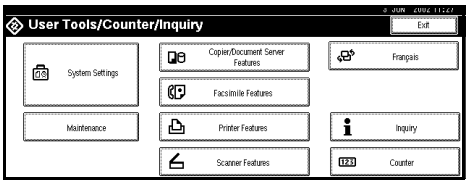
Clearing a Registered E-mail Address

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [System Settings].**



3 **Press [Key Operator Tools].**

4 **Press [Address Book Management].**

To clear only the E-mail address

❶ **Select the user of the E-mail address you want to clear.**

Press the user key you want to clear or enter the registered number using the number keys.

❷ **Press [E-mail Address].**

❸ **Press [Change] on the right of the "E-mail Address".**

❹ **Press [Delete All], and then press [OK].**

To clear all user information

❶ **Press [Delete].**

❷ **Select the user you want to clear.**

Press the user key you want to clear or enter the registered number using the number keys.

❸ **Press [Yes].**

5 **Press [Exit].**

Registering E-mail Destinations to a Group

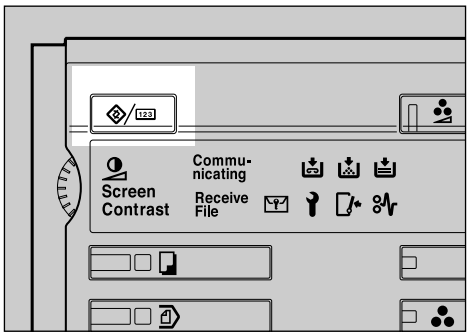
Registered groups can be used as followings:

- To easily control registered E-mail destinations for each group.
- To send the same messages to multiple addresses in a group.

To divide E-mail destinations into groups, the groups must be registered beforehand.

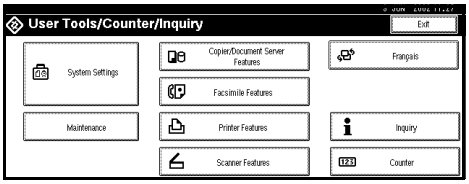
Registering a New Group

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [System Settings].**

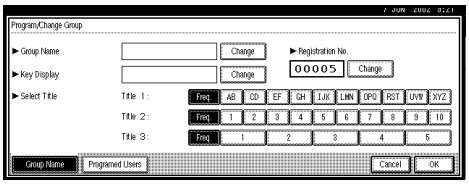


3 **Press [Key Operator Tools].**

4 **Press [Address book: Program/Change/Delete Group].**

5 **Press [New Program].**

6 **Press [Change] on the right of the group name.**



7 **Enter the group name, and press [OK].**

8 **When you want to change the key name, press [Change] on the right of the key name. Enter the key name and then press [OK].**

The Key Display name is automatically set.

9 **Press [Select Title] to classify the group. Go to step ⑩ if you do not need to classify.**

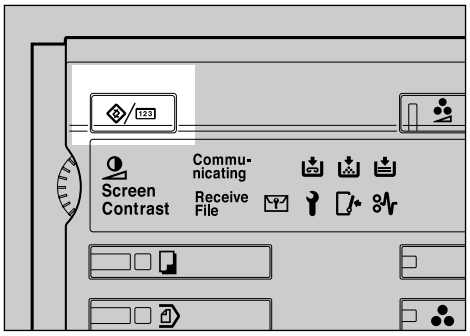
10 **Press [OK].**

Registering the E-mail Destinations to a Group

Note

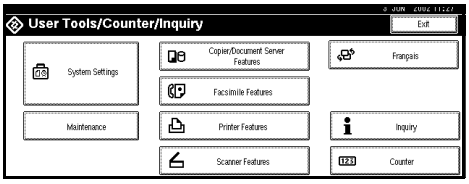
❒ When registering new E-mail destinations, you can also register groups at the same time.

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [System Settings].**



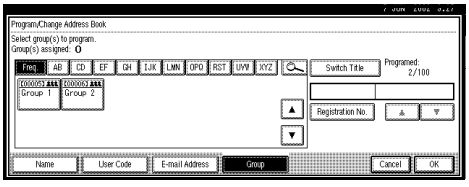
3 **Press [Key Operator Tools].**

4 **Press [Address Book Management].**

5 **Press the user (destination) key which you want to register in a group.**

6 **Press [Group].**

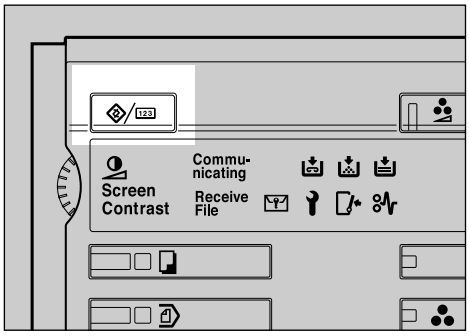
7 **Select a group to which you want to register the E-mail destinations.**



8 **Press [OK].**

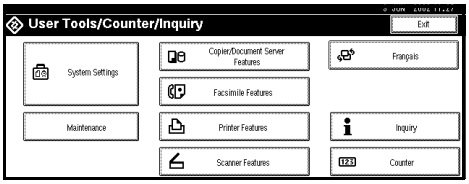
Deleting an E-mail Destination from a Group

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [System Settings].**



3 **Press [Key Operator Tools].**

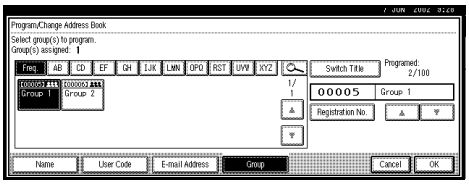
4 **Press [Address Book Management].**

5 **Select the user (destination) to delete from a group.**

Press the user (destination) key which you want to delete or enter the registered number using the number keys.

6 **Press [Group].**

7 **Press the highlighted group key.**



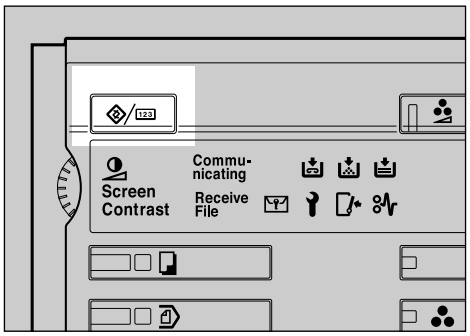
The user is deleted.

8 Press [OK].

Displaying the E-mail Destinations

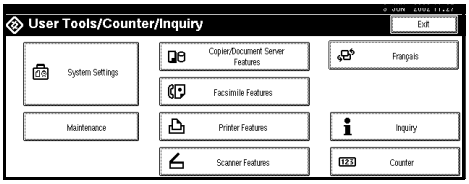
You can confirm the user (destination) of each group.

1 Press the 【User Tools/Counter】 key.



ZGJS002E

2 Press [System Settings].



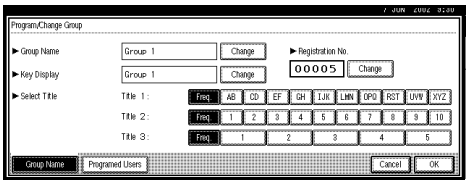
3 Press [Key Operator Tools].

4 Press [Address book: Program/Change/Delete Group].

5 Select a group where the data you want to confirm is registered.

6 Press [Programed Users].

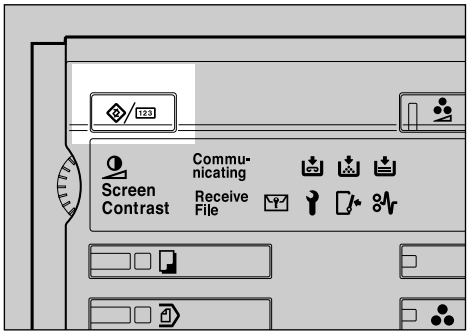
All the user names (E-mail destinations) are displayed.



Press [OK].

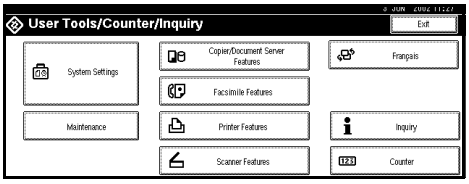
Deleting a Group

1 Press the 【User Tools/Counter】 key.



ZGJS002E

2 Press [System Settings].



3 Press [Key Operator Tools].

4 Press [Address book: Program/Change/Delete Group].

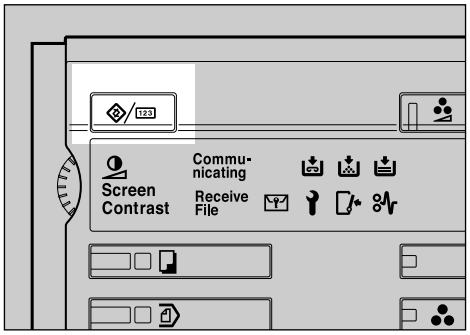
5 Press [Delete].

6 Press the group key you want to delete.

7 Press [Yes].

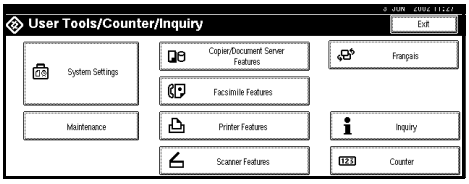
Changing a Group Name

1 **Press the【User Tools/Counter】key.**



ZGJS002E

2 **Press [System Settings].**



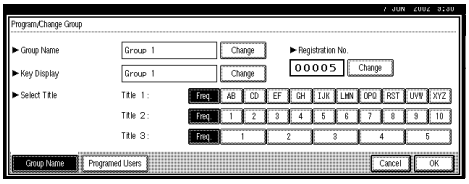
3 **Press [Key Operator Tools].**

4 **Press [Address book: Program/Change/Delete Group].**

5 **Press the group key you want to change.**

6 **Press [Change] on the right of the group name.**

7 **Enter the new group name, and then press [OK].**



8 **Press [OK].**

The group name is changed.

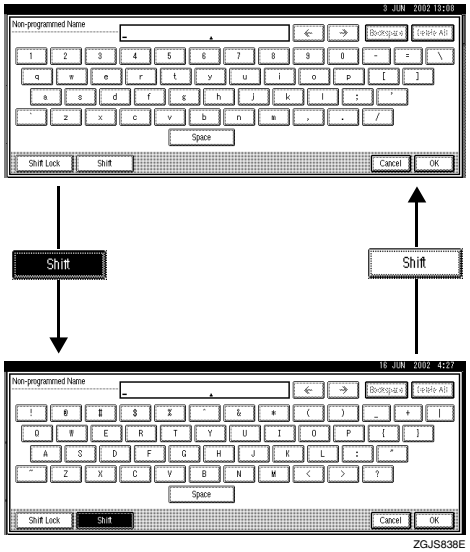
Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before that character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys



Note

❒ When entering uppercase or lowercase letters continuously, use **[Shift Lock]** to lock the case.

How to Enter Text

Entering letters

1. Press [Shift] to switch between uppercase and lowercase.
2. Press the letters you want to enter.

Deleting characters

1. Press [Backspace] or [Delete All] to delete characters.

If Your Machine Does Not Operate as You Want

General

Machine Status	Problem/Cause	Action
Please wait.	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine to get ready.
The display panel is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the display panel.
	The machine is in Panel Off mode or Energy Saver mode.	Press the **【Energy Saver】** key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
Memory is full.	The number of scanned pages, the number of files, or capacity of the hard disk has exceeded.	Press **[Delete File]** to delete unnecessary documents.
The function status indicator is red.	The function associated with the red indicator has been interrupted.	Press the function key corresponding to the indicator. Follow the instructions displayed in the operation panel.
The user code entry dialog box is displayed.	Users are restricted by user management.	Enter the user code (up to 8 digits), and press **[#]**.

Machine Status	Problem/Cause	Action
The main power indicator continues blinking and does not turn off when pressed.	This occurs in the following cases: • The exposure glass cover or document feeder (ADF) is open. • The machine is in communication with external equipment. • The hard disk is in operation.	Wait till the blinking stops, and then turn off the operation switch.
The original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper into trays 1, 2, 3, and 4, and the large capacity tray with the print side up, or into a bypass tray with the print side down. ⇒ p.102 "Loading Paper"
Misfeeds occur frequently.	The tray's side guides may not be locked.	Check that the side guides are locked. ⇒ p.112 "Changing the Paper Size"
	The tray's end guide may not be locked.	Check that the end guide is locked. ⇒ p.112 "Changing the Paper Size"
	You may have loaded paper whose size cannot be detected automatically.	When you use paper of a size that cannot be detected automatically, set the paper size. ⇒ p.65 "Tray Paper Size: (Tray 1–4)" ⇒ p.144 "Copy Paper"
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover, as required.	Clear misfed paper and open and close the front cover. ⇒ p.107 "Clearing Misfeeds"
Cannot print in duplex mode.	You cannot use the paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1 - 4 in Copier mode or with the printer driver.
	If you select thick paper, thick dup. back paper, OHP or label paper as the paper type, duplex printing is disabled.	Select another paper type. ⇒ p.65 "Tray Paper Size: (Tray 1–4)"
	The setting for the Paper Type: Tray 1-4 is "1 Side Copy".	Select "2 Sided Copy" for Paper Type:Tray 1-4 ⇒ p.65 "Tray Paper Size: (Tray 1–4)"

Document Server

Problem	Action
"Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?" appears.	The number of scanned pages exceeds the capacity per file of the Document Server. If you want to store scanned originals as a file, press **[Store File]**. The originals are stored as a file in the Document Server. If you don't want any scanned originals to be stored, press **[No]**. The scanning data will be cleared.
You forgot your password.	You can confirm your password. Press **[Yes]** temporarily for "Display Password with Stored File" in the User Tools. You can check the password when you have selected the file. ⇒ p.82 "Display Password with Stored File" You can delete all the saved documents at once with the User Tools. ⇒ p.82 "Delete All Files" Make sure that no important documents are saved in the Document Server before deleting all saved documents.
You cannot find out what is saved in a file.	Check the date or time column in the "Document Server: Files" display.
	Check the contents of the document by printing the first page of it. Press the line for the desired document in the "Document Server: Files" display, and press **[Print 1st Page]** followed by the **【Start】** key.
Memory becomes full frequently.	Press **[Delete File]** to delete selected documents, thereby increasing available memory.
You want to check print quality before making a large print run.	Check print quality by printing out only the first set using the **【Sample Copy】** key.
You want to save documents so they will not be deleted automatically.	Turn "Auto Delete File" off, and then save the documents in the Document Server. ⇒ p.82 "Auto Delete File" If you turn on "Auto Delete File" after, the function is only applied to subsequent documents.
"Cannot copy. Original is being scanned by other functions." appears.	The Copy function is in use. To cancel the job in process, first press **[Exit]**. and then press the **【Copy】** key. Next press the **【Clear/Stop】** key. When the message "**[Stop]** was pressed. Stop printing?" appears, press **[Stop]**.

Loading Paper

Reference

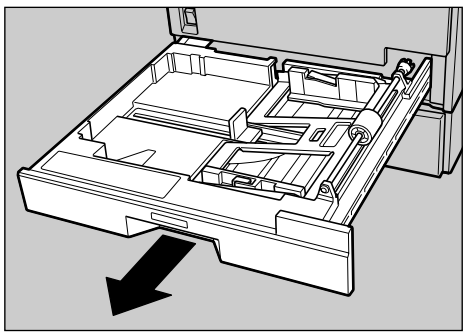
Regarding Paper types and sizes, ⇒ p.144 “Copy Paper”

Loading Paper in Tray 1 and 2

Note

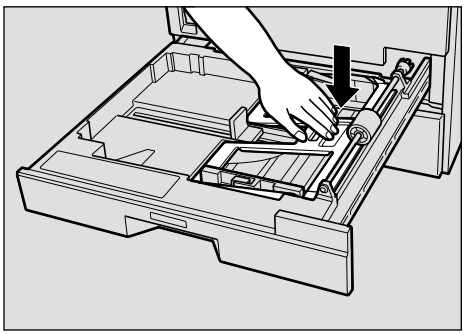
❒ You can change the paper size ⇒ p.112 “Changing the Paper Size”

1 **Pull out the paper tray slowly until it stops.**



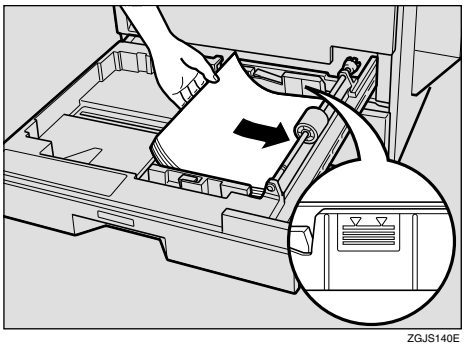
ZGJS120E

2 **Lower the base panel by pushing “Push”. When paper is set in the tray, push down on the paper.**



ZGJS130E

3 **Load paper into the tray with the print side up.**



ZGJS140E

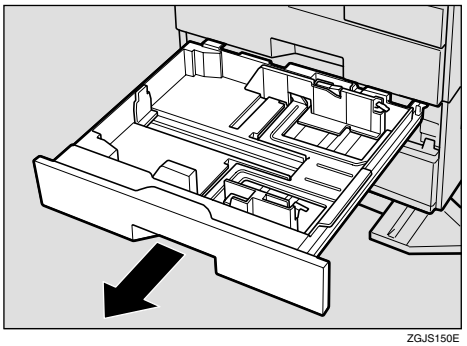
Important

❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

4 **Slide the paper tray into the printer carefully until it stops.**

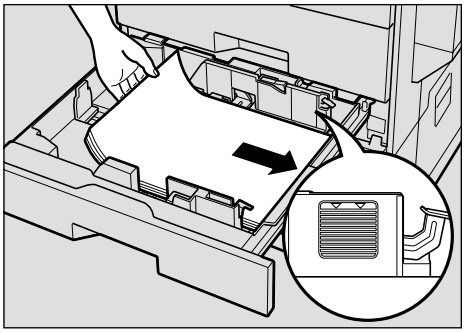
Loading Paper in Tray 3 and 4 (option)

1 **Pull out the paper tray slowly until it stops.**



ZGJS150E

2 **Load paper into the tray with the print side up.**



ZGJS230E

Important

❒ Check that the top of the stack is not higher than the limit mark inside the tray.

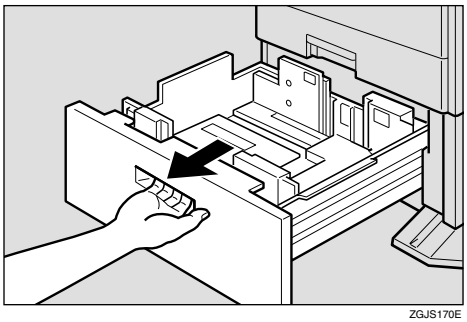
3 **Slide the paper tray into the printer carefully until it stops.**

Loading Paper in the Large Capacity Tray (option)

Note

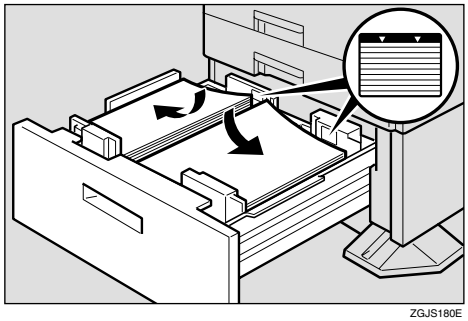
❒ Load copy paper of the same size and direction in both left and right side trays.

1 **Pull out the large capacity tray.**



ZGJS170E

2 **Align the paper and load it in the tray with the print side up.**



ZGJS180E

Important

❒ Align the right edge of the right copy paper stack to the right edge of the tray.

❒ Align the left edge of the left copy paper stack to the left edge of the tray.

❒ Do not stack paper over the limit mark.

Note

❒ Shuffle the paper before loading it in the tray.

❒ Straighten curled or warped paper before placing it in the tray.

3 **Push the paper tray in until it stops.**

Adding Toner

When is displayed, it is time to add toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

Important

❒ If you use toner other than that recommended, an error might occur.

❒ When adding toner, do not turn off the operation switch.

❒ Always add toner after the machine instructs you.

❒ Do not install and remove the toner cartridges over and over. This could result in a toner leak.

❒ Do not shake the removed toner cartridge. The remaining toner might scatter.

Note

❒ You can still make about 50 copies after the messages "Toner is almost empty.", "Replace Toner Cartridge(s).", and "Black, Yellow, Magenta, Cyan" appear cyclically, but replace toner early to prevent poor copy quality.

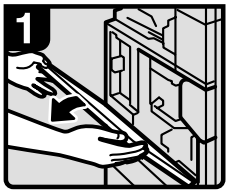
❒ Change all four colour-toner cartridges in the same way.

❒ If "Toner Cartridge is not set properly." appears, slide the toner cartridge back and forth twice, and push it until it stops.

Reference

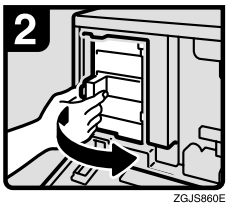
Regarding toner storage, ⇒ p.125 "Toner Storage".

Removing Toner



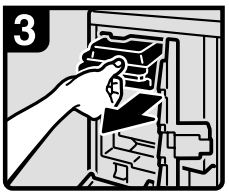
ZGJS791E

- 1: Open the front cover of the machine.



ZGJS860E

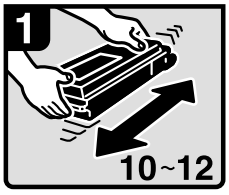
- 2: Pull the lever and open the green cover.



ZGJS861E

- 3: Gently pull out the toner cartridge.

Inserting Toner

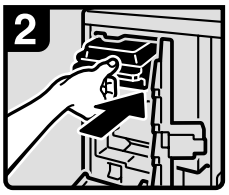


ZGJS792E

- 1: Hold a new cartridge and shake it 10~12 times.

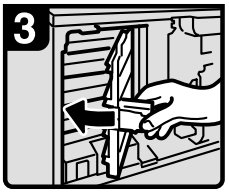
Note

❒ Do not touch the “metal contact point” of the cartridge, or it may be damaged.



ZGJS792E-02

- 2: Insert the cartridge horizontally, and gently push it in completely.



ZGJS792E-03

- 3: Close the green cover.
- 4: Close the front cover of the machine.

Clearing Misfeeds

⚠ ***CAUTION:***

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

Important

❒ When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are lost.

❒ To prevent misfeeds, do not leave any torn scraps of paper inside the machine.

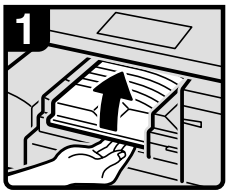
❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

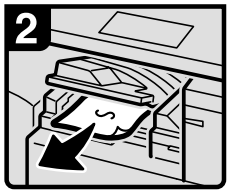
❒ More than one misfeed area may be indicated. In such cases, check every applicable area. See the following charts: A, B, C, D, P, R, Y, Z

❒ You can find a sticker explaining how to remove misfed paper inside the front cover or inside the finisher.

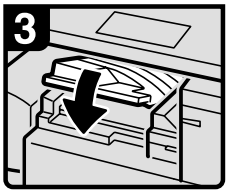
Ⓓ When D is lit



1. Open the Bridge unit cover.

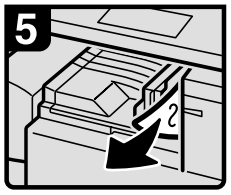


2. Remove the misfed paper.



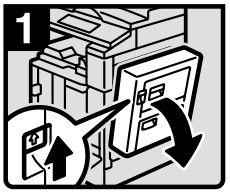
3. Close the cover.

4. If you cannot remove the misfed paper, open the right cover of the Bridge unit.

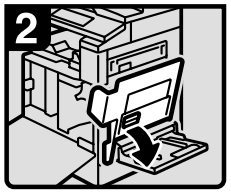


5. Remove the misfed paper.
6. Close the cover.

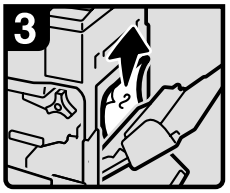
Ⓑ When B is lit



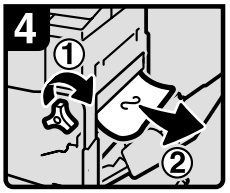
1. Open the Duplex unit and the front cover of the machine.



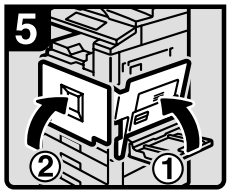
2. Open the right cover.



3. Remove the misfed paper.

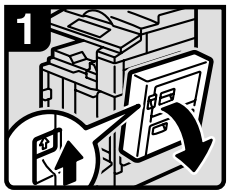


4. To remove the paper from the top feed, turn the blue dial and remove the paper.

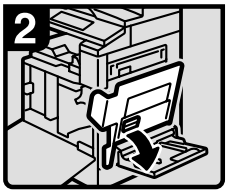


5. Close the Duplex unit.
6. Close the front cover of the machine.

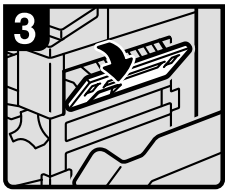
Ⓒ When C is lit



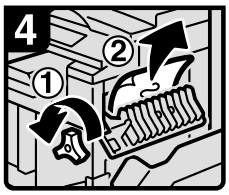
1. Open the Duplex unit and the front cover of the machine.



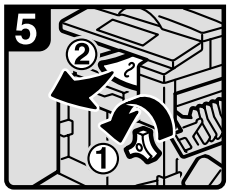
2. Open the right cover.



3. Open the upper right cover.

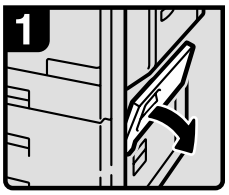


4. Turn the blue dial to the left and remove the misfed paper.

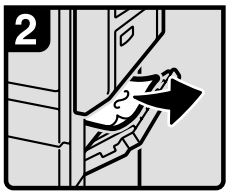


5. If you cannot remove the misfed original, turn the blue dial to the left and remove the misfed paper from the internal tray.
6. Close the Duplex unit and front cover of the machine.

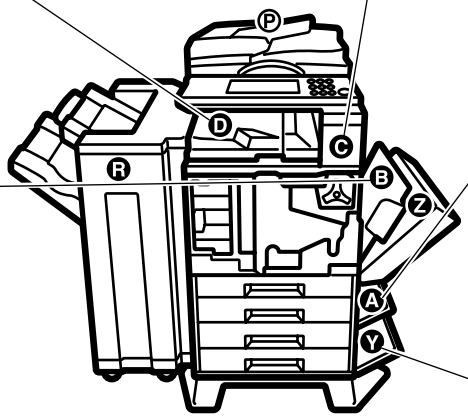
Ⓐ When A is lit



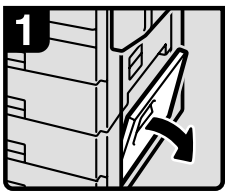
1. Open the upper right cover and the front cover of the machine.



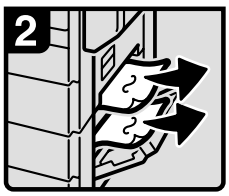
2. Remove the misfed paper.



Ⓨ When Y is lit



1. Open the right cover.

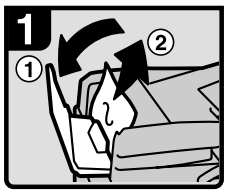


2. Remove the misfed paper.
3. Close the cover.

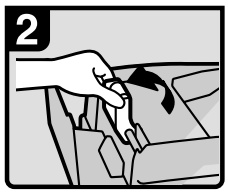
You can make an enlarged copy of this page and stick it on the walls.

ZGJS793E

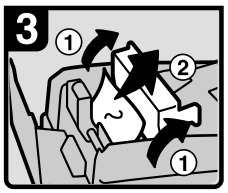
Ⓟ When P is lit



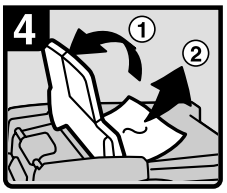
1. Open the cover of the auto document feeder (ADF) and remove the misfed original.



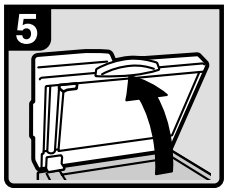
2. Lift the lever.



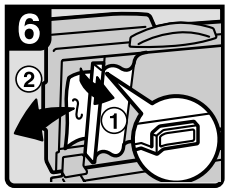
3. Open the cover and remove the misfed original.



4. If you cannot remove the misfed original, open the ADF external cover and remove the misfed original.



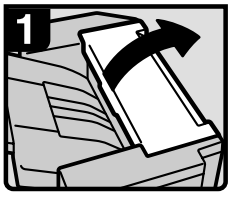
5. Open the auto document feeder (ADF).



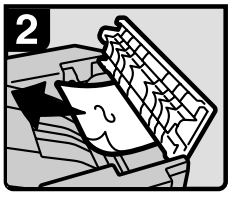
6. Pull the green lever in the upper left corner and remove the misfed original.

Ⓡ When R is lit

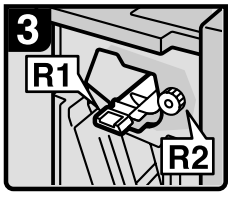
1000-sheet finisher



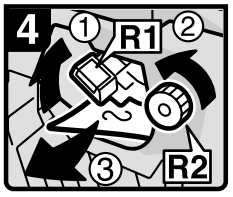
1. Open the upper cover.



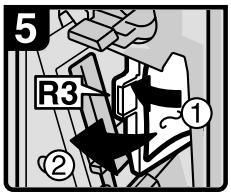
2. Remove the misfed paper.



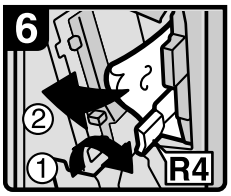
3. Open the front cover.



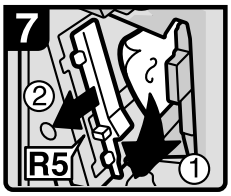
4. Hold up lever R1, turn knob R2 and remove the misfed paper.



5. Open lever R3 to the left and remove the misfed paper.

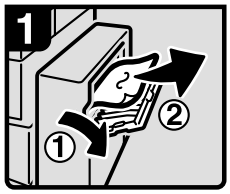


6. Push lever R4 to the right and remove the misfed paper.

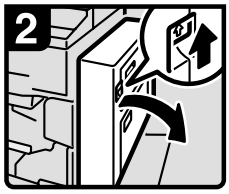


7. Pull lever R5 and remove the misfed paper.

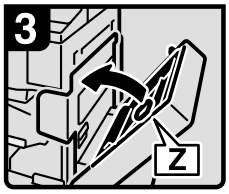
Ⓩ When Z is lit



1. Open the Duplex unit cover and remove the misfed paper.

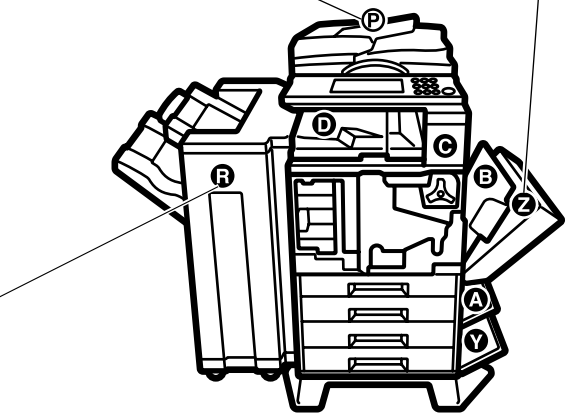


2. Open the Duplex unit and the front cover of the machine.

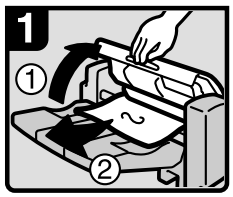


3. Raise the cover Z.

4. Remove the misfed original and close the unit.



500-sheet finisher



1. Open the upper cover and remove the misfed paper.

You can make an enlarged copy of this page and stick it on walls.

ZGJS794E

Changing the Paper Size

Preparation

Be sure to select the paper size with the user tools. Otherwise, misfeeds might occur. ⇒ p.65 “Tray Paper Size: (Tray 1–4)”

Important

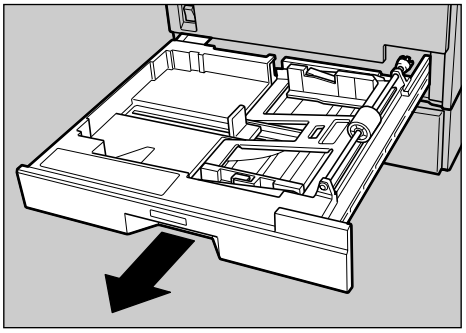
- ❒ If you wish to change the paper size set in the optional large capacity tray (LCT), contact your service representative.
- ❒ The procedures for changing the paper size are different depending on the tray (paper tray 1, paper tray 2 or the optional paper tray units). Check that you are following the appropriate procedure before you start.

Reference

For paper sizes, and types ⇒ p.144 “Copy Paper”.

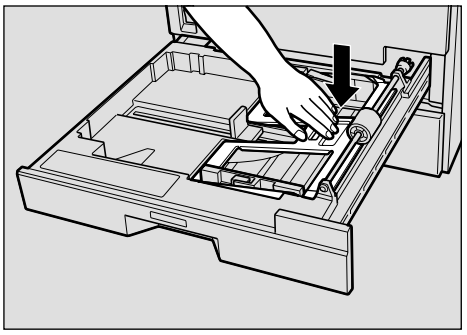
Changing the Paper Size of Tray 1 and 2

1 **Pull out the paper tray slowly until it stops.**



ZGJS120E

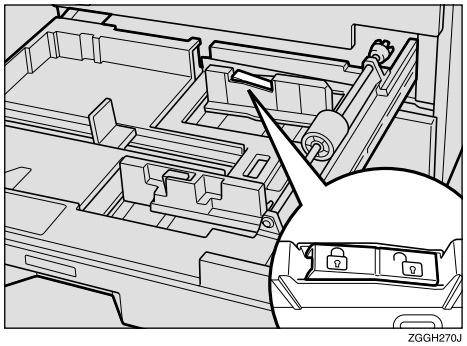
2 **Lower the base panel by pushing "Push". When paper is set in the tray, push down on the paper.**



ZGJS130E

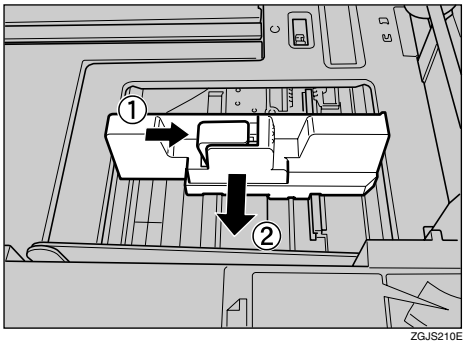
3 **When paper is set in the tray, remove them.**

4 **Set the paper guide lock to the "unlocked" position.**



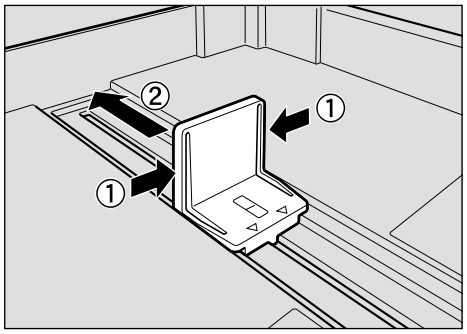
ZGGH270J

5 **Pushing the green lever of the side guide (①), move the side guide toward you to open it (②).**



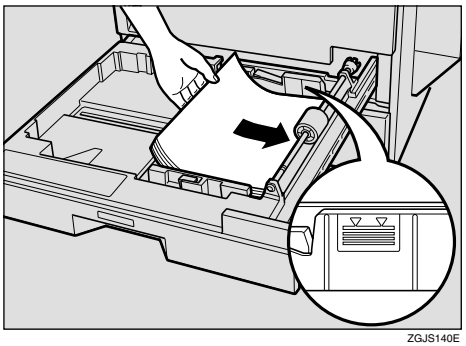
ZGJS210E

6 **Pinching both sides of the end guide (①), move the end guide in the direction of the arrow (②) to open it.**



ZGJS290E

7 **Load paper into the tray with the print side up.**

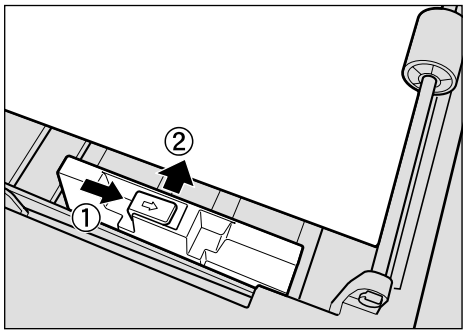


ZGJS140E

Important

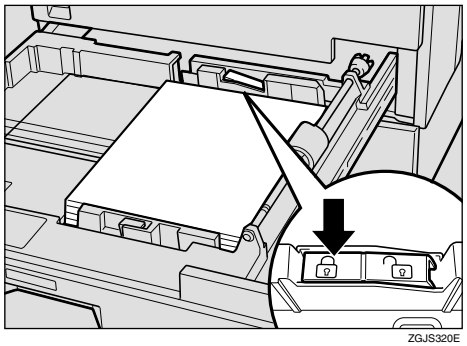
❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

8 **Pushing the green lever of the side guide (①), move the side guide toward the paper stack until it stops (②).**



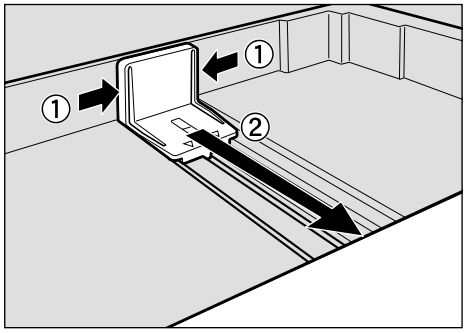
ZGJS310E

9 **Confirm that the paper is fixed in place, and then lock the side guides.**



ZGJS320E

10 Pinching both sides of the end guide (①), move the end guide toward the paper stack until it stops (②).

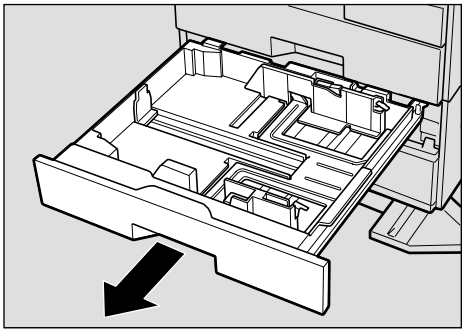


ZGJS330E

11 Slide the paper tray into the printer carefully until it stops.

Changing the Paper Size of Tray 3 and 4 (option)

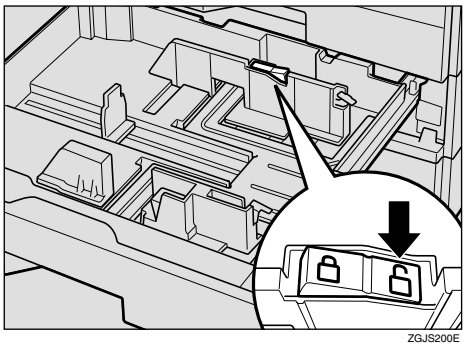
1 Pull out the paper tray slowly until it stops.



ZGJS150E

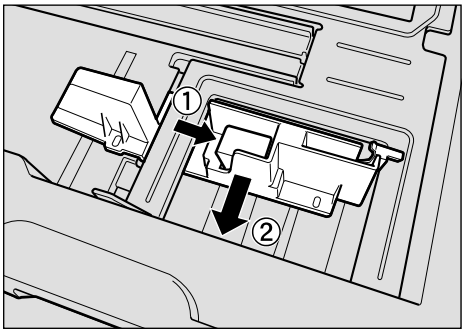
2 When paper is set in the tray, remove them.

3 Set the paper guide lock to the "unlocked" position.



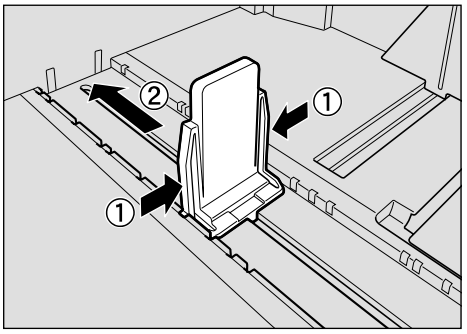
ZGJS200E

4 Pushing the green lever of the side guide (①), move the side guide toward you to open it (②).



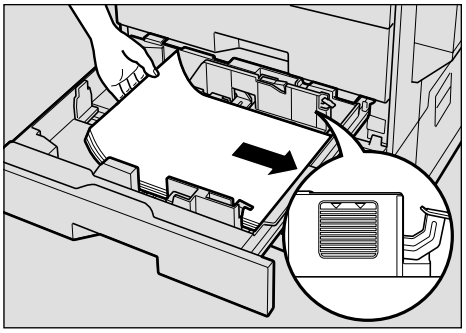
ZGJS211E

5 Pinching both sides of the end guide (①), move the end guide in the direction of the arrow (②) to open it.



ZGJS220E

6 **Load paper into the tray with the print side up.**

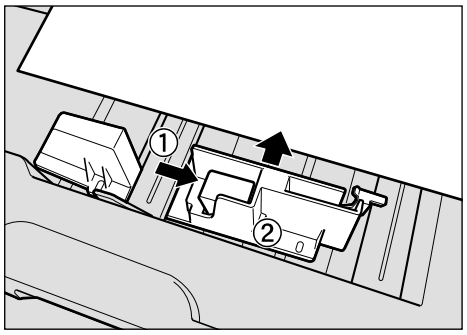


ZGJS230E

Important

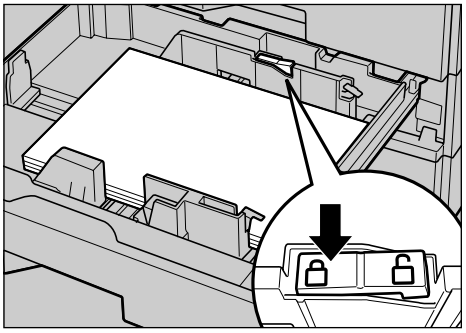
❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

7 **Pushing the green lever of the side guide (①), move the side guide toward the paper stack until it stops (②).**



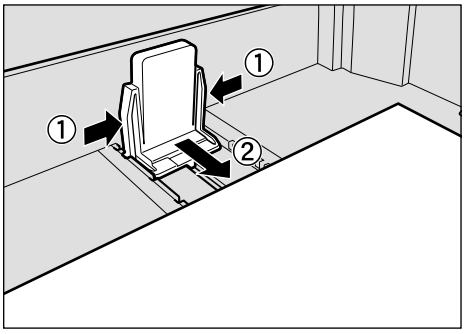
ZGGH240E

8 **Confirm that the paper is fixed in place, and then lock the side guides.**



ZGJS479E

9 **Pinching both sides of the end guide (①), move the end guide toward the paper stack until it stops (②).**



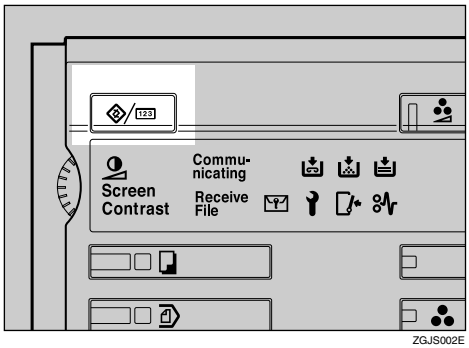
ZGJS250E

10 **Slide the paper tray into the printer carefully until it stops.**

Specifying Custom Paper Size

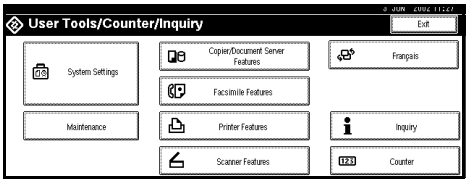
To use paper of a custom size, follow the procedure below to specify the custom paper size.

1 **Press the [User Tools / Counter] key.**

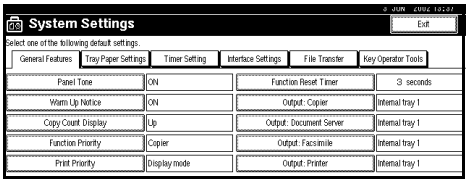


ZGJS002E

2 **Press [System Settings].**

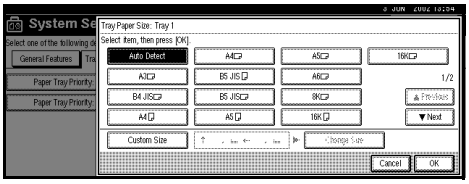


3 **Press [Tray Paper Settings].**

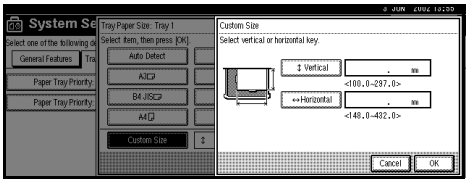


4 **Select the tray to customize the paper size.**

5 **Press [Custom Size] on the "Tray Paper Size" display.**



6 **Press [Vertical] or [Horizontal] to specify the vertical or horizontal size respectively. Then enter the size with the number keys, and then press [#].**



Note

❒ To correct the entered value, press **[Clear]**, and then enter the correct value.

7 **Press [OK].**

8 **Press [EXIT].**

9 **Press the 【User Tools / Counter】 key.**

Adding Staples

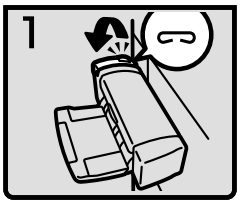
Important

❒ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

Reference

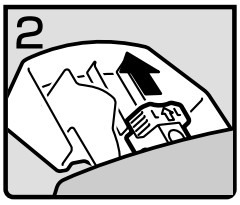
For the type of finisher, refer to "External Options" ⇒ p.11

500-Sheet Finisher



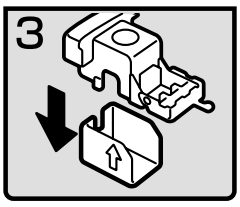
ZGJS795E

- 1: Open the side cover.



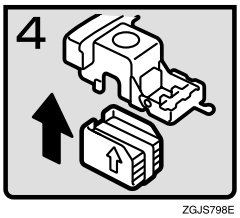
ZGJS796E

- 2: Remove the cartridge.



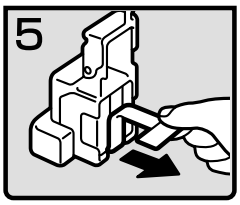
ZGJS797E

- 3: Take out the empty refill in the direction of the arrow.



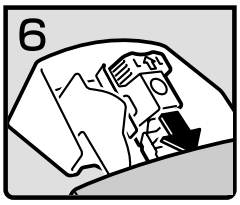
ZGJS798E

- 4: Push in the new refill until it clicks.



ZGJS799E

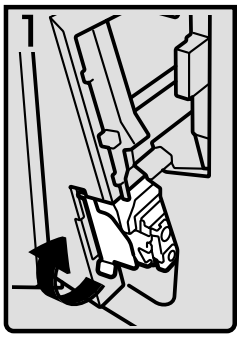
- 5: Pull out the ribbon.



ZGJS800E

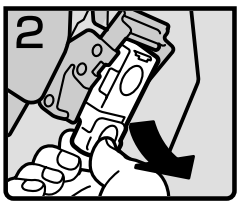
- 6: Reinstall the cartridge.
- 7: Close the side cover.

1000-Sheet Finisher



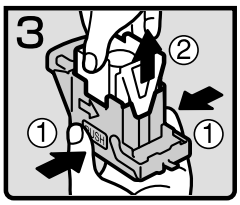
ZGJS801E

- 1: Open the front cover of the finisher and pull out the staple unit.



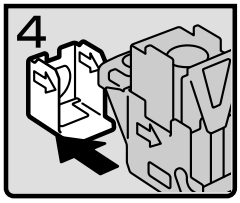
ZGJS802E

- 2: Hold the green lever and pull out the cartridge gently.



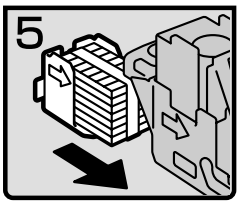
ZGJS803E

- 3: Hold both sides of the cartridge.
- 4: Pull up the upper unit of the cartridge.



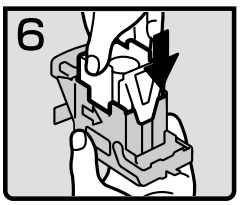
ZGJS804E

- 5: Take out the empty refill in the direction of the arrow.



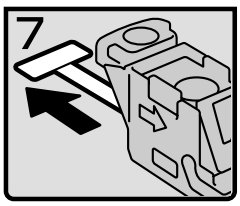
ZGJS805E

- 6: Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.



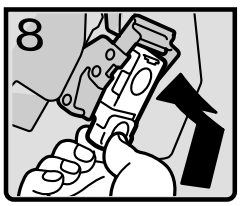
ZGJS806E

- 7: Push down the upper unit into the cartridge gently.



ZGJS807E

- 8: Pull out the ribbon.



ZGJS808E

- 9: Hold the green lever and reinstall the cartridge until it clicks.
- 10: Push back the staple unit and close the front cover of the finisher.

Removing Jammed Staples

Note

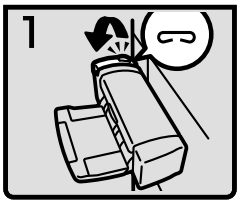
❒ Staples might jam because of curled copy paper. In such a case, try turning the copy paper over in the tray. If there is no improvement, change to a copy paper with less curl.

❒ When the 500-Sheet Finisher is installed, after removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

Reference

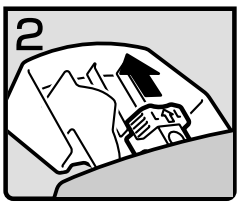
For the type of finisher, refer to “External Options” ⇒ p.11

500-Sheet Finisher



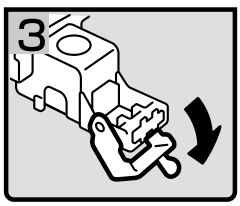
ZGJS795E

- 1: Open the side cover.



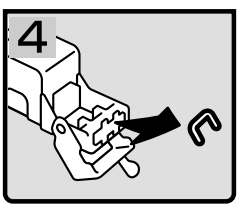
ZGJS796E

- 2: Remove the cartridge.



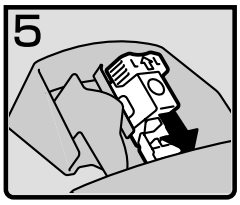
ZGJS810E

- 3: Open the face plate.



ZGJS811E

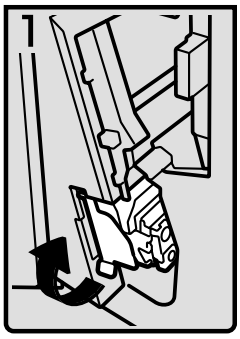
- 4: Remove jammed staples.



ZGJS812E

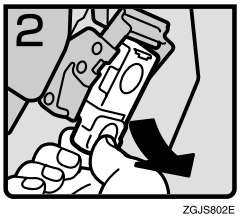
- 5: Reinstall the cartridge.
- 6: Close the side cover.

1000-Sheet Finisher



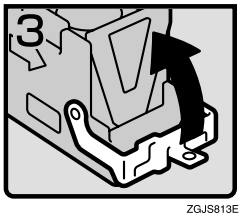
ZGJS801E

- 1: Open the front cover of the finisher and pull out the staple unit.



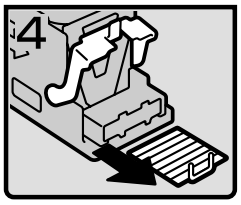
ZGJS802E

- 2: Hold the green lever and pull out the cartridge gently.



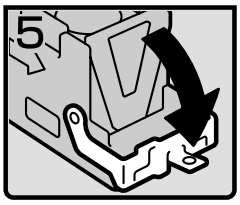
ZGJS813E

- 3: Open the face plate of the cartridge.



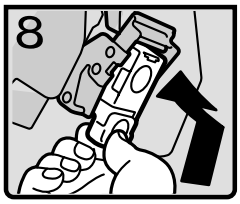
ZGJS814E

- 4: Remove jammed staples.



ZGJS815E

- 5: Pull down the face plate of the cartridge until it clicks.



ZGJS808E

- 6: Hold the green lever and reinstall the cartridge until it clicks.
- 7: Push back the staple unit and close the front cover of the finisher.

Do's And Don'ts

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

❒ If you want to unplug the power cord or turn off the main power switch, make sure that the remaining memory space indicates 100% on the display for facsimile mode.

❒ While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference.

- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may become warm—this is not a malfunction.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
- The machine might fail to produce good copy images if condensation forms inside due to rapid temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs with the machine, your machine settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from a failure with the machine, loss of machine settings, or use of the machine.

Saving Colour Copies

- There is no difference between colour prints and colour copies in terms of fading. However, for long-term storage, make sure to store them in a binder away from direct sunlight.
- Toner may melt if a print and a half-dried print are put on top of each other.
- Toner may also melt when using solvent type adhesive agents for pasting prints.
- When folding prints, toner in the folds will come off.
- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

Important

❒ If you use toner other than the recommended type, a fault might occur.

Reference

If you want to add toner. ⇒ p.104 "Adding Toner"

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

Note

❒ Toner cannot be re-used.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ ***CAUTION:***

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F)(humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15 – 80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to machines generating ammonia such as a diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

❒ If you move the machine, you must be careful. Keep the following in mind:

- Turn off the main power
- Unplug the power cord from the wall. When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.
- Close all covers and trays including the front cover and bypass tray.

Limitation

❒ Carefully move the machine. If you do not, the machine might be damaged or a stored file might be deleted.

❒ Do not take off the holding stand.

❒ Protect the machine from strong shock. This could damage the hard disk and cause stored files to be deleted. As a precautionary measure, files should be copied to another computer.

Power Connection

⚠ ***WARNING:***

- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ ***CAUTION:***

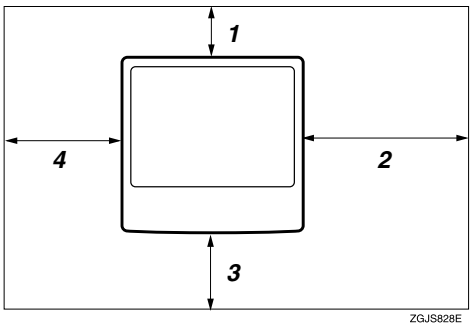
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

⚠ ***CAUTION:***

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure that the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet should be installed near the equipment and should be easily accessible.

Access to the Machine

Place the machine near the power source, providing clearance as shown.



1. **Rear [*1]: more than 10 cm (4")**
2. **Right: more than 55 cm (22")**
3. **Front: more than 75 cm (29.6")**
4. **Left: more than 10 cm (4")**

[*1] The space required at the rear is from the outside of the ventilation holes to the wall.

Note

❒ For the required space when options are installed, contact your service representative.

Maintaining Your Machine

If the exposure glass, exposure glass cover, or document feeder belt is dirty, you might not be able to make clean copies. Clean these parts when you find them dirty.

❖ **Cleaning the machine**

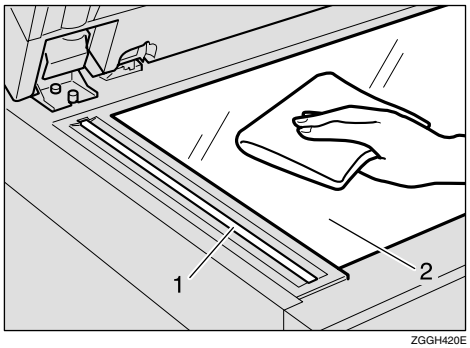
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

❒ Do not use chemical cleaner or organic solvents, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

❒ Do not clean parts other than those specified in this manual. Other parts should be cleaned by your service representative.

Cleaning the Exposure Glass



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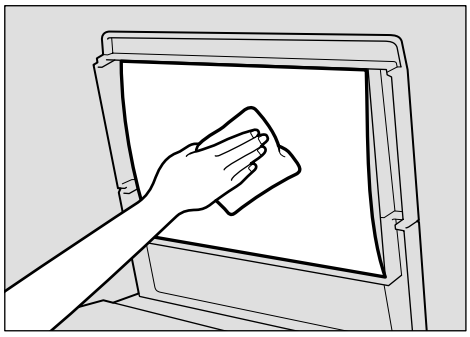
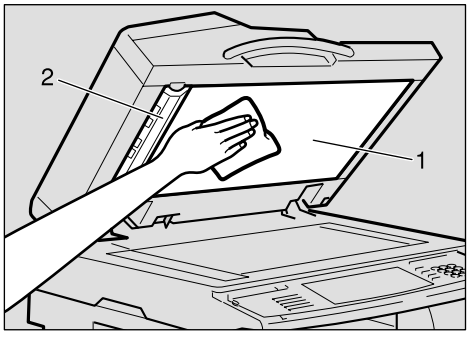
Clean 1 and 2.

Cleaning the Exposure Glass Cover



ZGJS826E

Cleaning the Document Feeder



ZGJS827E

Clean 1 and 2.

Other Functions

Inquiry

The inquiry function lets you confirm the telephone numbers to contact for repairs or to order toner. Be sure to contact your service engineer to verify the following:

❖ **Consumables**

- Telephone No. for ordering
- Toner

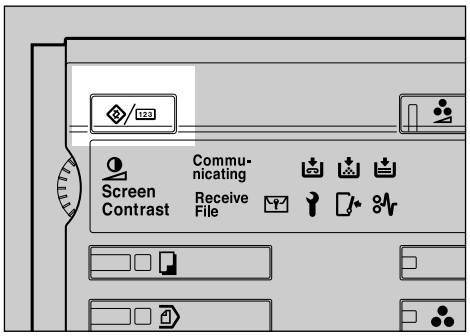
❖ **Diagnostics**

- Telephone No. for ordering
- Machine No.

❖ **Service office**

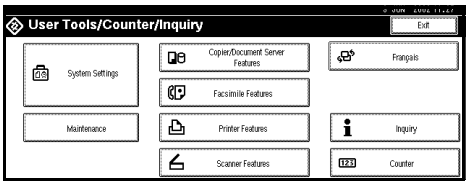
- Telephone No.

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

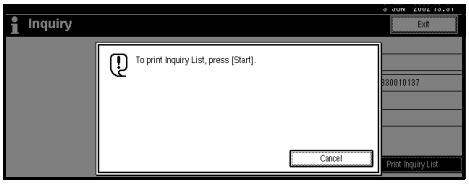
2 **Press [Inquiry].**



Inquiry information is displayed.

Printing inquiry information

❶ **Press [Print Inquiry List].**



❷ **Press the 【Start】 key.**

Inquiry information is printed.

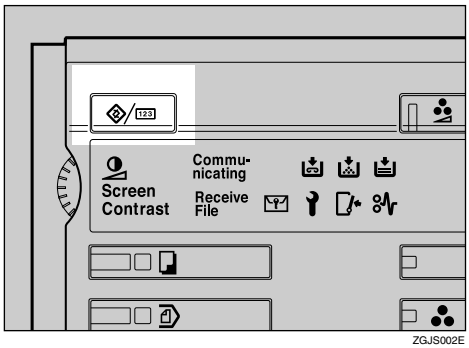
3 **Press [Exit].**

4 **Press [Exit].**

Changing the Display Language

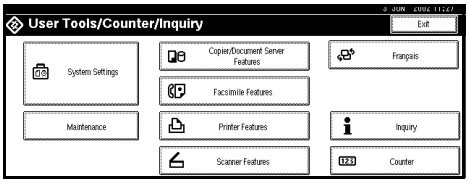
You can change the language used on the display. English is set as default.

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [Français].**



The display language is changed to French.

3 **Press [Exit].**

The menu appears in French.

Changing Paper Thickness Settings

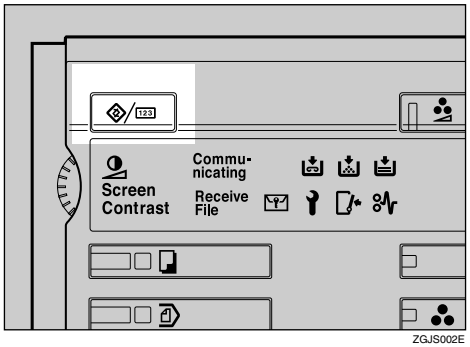
Select **[Thin]** or **[Normal]** for plain paper type, depending on the thickness of the paper to be set.

Note

❒ Settings will be saved even when the **【Clear Modes】** key is pressed or the power is turned off.

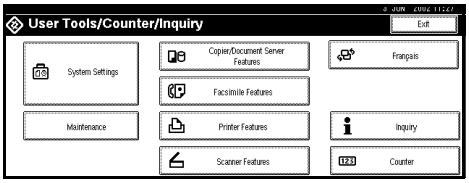
❒ All trays are set to **[Normal]** as default.

1 **Press the 【User Tools/Counter】 key.**



ZGJS002E

2 **Press [Maintenance].**



3 **Press [Plain Paper Type].**

4 **Select the plain paper type for each tray depending on the paper to be set and press [OK].**

Note

❒ When printing on paper less than 90 g/m^2 (24lb.), select **[Thin]**.

5 **Press [OK].**

6 **Press [Exit].**

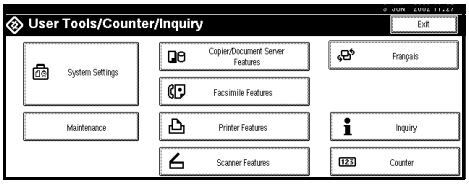
Counter

Displaying the Total Counter

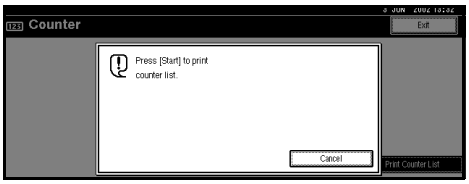
You can display the total counter value used for all functions.

1. **Press the 【User Tools/Counter】 key.**

2. **Press [Counter].**



3. **To print a counter list, press [Print Counter List].**



4. **Press the 【Start】 key.**

   A counter list is printed.

Mainframe

- **Configuration:**
  Desktop
- **Photosensitivity type:**
  OPC belt
- **Original scanning:**
  One-dimensional solid scanning system through CCD
- **Copy process:**
  2 laser beam & dry electrostatic transfer system
- **Development:**
  Mono component system
- **Fusing:**
  Belt fusing system
- **Resolution:**
  600 dpi
- **Exposure glass:**
  Stationary original exposure type
- **Original reference position:**
  Rear left corner
- **Warm-up time:**
  - Main power switch: Less than 99 seconds (23°C, 73°F)
  - Operation switch: Less than 99 seconds (23°C, 73°F)
- **Originals:**
  Sheet/book/objects
- **Maximum original size:**
  A3, 11" × 17"
- **Copy paper size:**
  - Tray 1, 2: A3 – A6, 11" × 17" – $5^1/_2$" × $8^1/_2$"
  - Bypass: A3 – A6, 12" × 18" – $5^1/_2$" × $8^1/_2$"
  - Tray 1, 2 (custom size):
    Vertical: 100 – 297mm, 3.94" – 11.69"
    Horizontal: 148 – 432mm, 5.83" – 17.00"

- Bypass (custom size):
  Vertical: 90 – 305mm, 3.55" – 12.00"
  Horizontal: 148 – 457.2mm, 5.83" – 18.00"
- Duplex: A3 – A5, 11" × 17" – $5^1/_2$" × $8^1/_2$" (impossible on $5^1/_2$" × $8^1/_2$")
- LCT: A4, $8^1/_2$" × 11"

❖ Copy paper weight:

- Internal tray 1, 2: 60 – 105g/m^2, 16 – 28 lb.
- Bypass tray: 60 – 163g/m^2, 16 – 43.6 lb.
- Duplex: 60 – 105g/m^2, 16 – 28 lb.

❖ Non-reproduction area:

- Leading edge: Less than 4 ± 2mm
- Trailing edge: Less than 2 ± 2mm/1.5mm
- Left edge: Less than 2 ± 2mm
- Right edge: Less than 2 ± 2mm

❖ First copy time:

	Standard mode	OHP/Thick mode [*1]	Auto Colour Select mode [*1]
Full Colour (4 colours)	18 seconds or less	25 seconds or less	20 seconds or less
Black, Yellow, Magenta, Cyan	7.8 seconds or less	16 seconds or less	9.5 seconds or less

(A4, $8^1/_2$" × 11", when setting an original on the exposure glass and full size copying fed from Tray 1.)

[*1] When you use the bypass tray, it takes a few more seconds.

❖ Full Colour (4 colours)

		Standard mode	Thick mode	OHP mode
A4	Type 1	8 copies/minute	4 copies/minute	2 copies/minute
	Type 2	10 copies/minute		
A3	Type 1	4 copies/minute	2 copies/minute	1 copies/minute
	Type 2	5 copies/minute		

(When copying continuously in full size.)

❖ Black, Yellow, Magenta, Cyan

		Standard mode	Thick mode	OHP mode
A4	Type 1	24 copies/minute	6.5 copies/minute	3.2 copies/minute
	Type 2	32 copies/minute		
A3	Type 1	12 copies/minute	3.2 copies/minute	1.6 copies/minute
	Type 2	16 copies/minute		

(When copying continuously in full size.)

❖ Reproduction ratio:

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	61%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in 1% steps.

❖ Maximum continuous copy run:

100 sheets

❖ Copy paper capacity:

- Tray 1, 2: 250 sheets (80g/m^2, 20 lb.)
- Bypass tray: 100 sheets (80g/m^2, 20 lb.)

❖ Power consumption:

- Mainframe only

	Type 1/Type 2
Warm-up	less than 1.5 kW
Stand-by	less than 200 W
During copying	less than 1.0 kW
Maximum	less than 1.5 kW

- Complete system [*1]

	Type 1/Type 2
Warm-up	less than 1.5 kW
Stand-by	less than 200 W
During copying	less than 1.1 kW
Maximum	less than 1.5 kW

[*1] The Complete System consists of the mainframe, document feeder, 1000-sheet finisher, duplex unit, internal tray 2, paper tray unit, fax unit, ISDN, extra G3 interface unit, expansion memory, JBIG function upgrade unit, printer unit, and memory unit.

❖ **Dimensions (W × D × H up to exposure glass):**
Type 1, 2: 550 × 670 × 781mm, 21.7" × 26.4" × 30.8"

❖ **Space for mainframe (W × D):**
Type 1, 2: 550 × 670mm, 21.7" × 26.4"

❖ **Noise Emission [*1]:**
Sound Power Level:

- Mainframe only

	Type 1/Type 2
Stand-by	Less than 45 dB (A)
Copying	Less than 67 dB (A)

- Complete system [*2]

	Type 1/Type 2
Stand-by	Less than 50 dB (A)
Copying	Less than 70 dB (A)

[*1] The above measurements made in accordance with ISO 7779 are actual value.
[*2] The Complete System consists of the mainframe, document feeder, 1000-sheet finisher, duplex unit, internal tray 2 and paper tray unit.

❖ **Weight:**
Type 1, 2: Approx. 85 kg, 188 lb.

❖ **HDD:**
about 40 GB

- Capacity for Document Server
  about 15 GB
- Capacity for Memory sorting
  7.5-15 GB
- Capacity for others
  5 GB or more

Options

Document Feeder

❖ **Mode:**
ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size originals mode

❖ **Original size:**

- A3 – A5
- 11" × 17" – $5^1/_2$" × $8^1/_2$"
- Vertical: 105 – 297mm, 4.2" – 11.6"
- Horizontal: 128 – 1,200mm, 5.1" – 47.0"
  (128 – 432mm, 5.1" – 17.0" for Copier and Scanner functions)

❖ **Original weight:**

- 1-sided originals: 40 – 128g/m^2 (11 – 34 lb.)
- 2-sided originals: 52 – 105g/m^2 (14 – 28 lb.) (Duplex)

❖ **Maximum number of originals:**
50 sheets (80g/m^2, 20 lb.) or less than 11mm, 0.43"

❖ **Maximum power consumption:**
Less than 50W (power is supplied from the mainframe)

❖ **Dimensions (W×D×H):**
550 × 470 × 130mm, 21.7" × 18.5" × 5.1"

❖ **Weight:**
Approx. 10 kg, 22.1 lb.

Note

❒ Specifications are subject to change without notice.

500-Sheet Finisher

❖ **Paper size:**
A3, B4, A4, B5, A5, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $8^1/_2$" × 13", $8^1/_2$" × $5^1/_2$", $8^1/_4$" × 13", 8" × 13", $7^1/_4$" × $10^1/_2$", 8k, 16k

❖ **Paper weight:**
60 – 128g/m^2, 16 – 34 lb.

❖ **Stack capacity:**

- 500 sheets (A4, $8^1/_2$" × 11" or smaller) (80g/m^2, 20 lb.)
- 250 sheets (B4, 8" × 13" or larger) (80g/m^2, 20 lb.)

❖ **Staple capacity:**

- 30 sheets (80g/m^2, 20 lb.)

❖ **Staple paper size:**
A3, B4, A4, B5, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 13", $8^1/_2$" × 11", 8k, 16k

❖ **Staple paper weight:**
60 – 128g/m^2, 16 – 34 lb.

❖ **Staple position:**
1 position (upper left)

❖ **Power consumption:**
40W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
350 × 490 × 230mm, 13.8" × 19.3" × 9.1"

❖ **Weight:**
Approx. 10kg, 22.1 lb.

1000-Sheet Finisher

Finisher Tray 1:

❖ **Paper size:**
A3, B4, A4, B5, A5, B6, A6, 12" × 18", 11" × 17", $8^1/_2$" × 14", $10^1/_2$" × $7^1/_4$", $8^1/_2$" × 13", $8^1/_2$" × 11", 8" × 13", $8^1/_4$" × 13", $5^1/_2$" × $8^1/_2$", 8k, 16k

❖ **Paper weight:**
60 – 163g/m^2, 16.0 – 43.6 lb.

❖ **Stack capacity:**

- 250 sheets (A4, $8^1/_2$" × 11" or smaller) (80g/m^2, 20 lb.)
- 50 sheets (B4, 8" × 13" or larger) (80g/m^2, 20 lb.)

Finisher Tray 2:

❖ **Paper size:**
A3, B4, A4, B5, A5, 12" × 18", 11" × 17", $8^1/_2$" × 14", $10^1/_2$" × $7^1/_4$", 8" × 13, $8^1/_4$" × 13", $5^1/_2$" × $8^1/_2$", 8k, 16k

❖ **Paper weight:**
60 – 163g/m^2, 16.0 – 43.6 lb.

❖ **Stack capacity:**

- 1,000 sheets (A4, $8^1/_2$" × 11" or smaller) (80g/m^2, 20 lb.)
- 500 sheets (B4, 8" × 13" or larger) (80g/m^2, 20 lb.)

❖ **Staple capacity:**

- 50 sheets (A4, $8^1/_2$" × 11" or smaller) (80g/m^2, 20 lb.)
- 30 sheets (B4, 8" × 13" or larger) (80g/m^2, 20 lb.)

❖ **Staple paper size:**
A3, B4, A4, B5, 12" × 18", 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $10^1/_2$" × $7^1/_4$", 8" × 13", $8^1/_2$" × 13", $8^1/_4$" × 13", 8k, 16k

❖ **Staple paper weight:**
64 – 90g/m^2, 17 – 24 lb.

❖ **Staple position:**

- 1 staple – 2 positions
- 2 staples – 2 positions

❖ **Power consumption:**
Less than 50W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
527 × 520 × 790mm, 20.7" × 20.5" × 31.1"

❖ **Weight:**
Approx. 25kg, 55.2 lb.

Bridge Unit

❖ **Paper Size:**

- Internal tray: A3 – A6, 12" × 18" – $5^1/_2$" × $8^1/_2$"
- 500-Sheet Finisher: A3 – A5, 11" × 17" – $5^1/_2$" × $8^1/_2$"
- 1000-Sheet Finisher: A3 – A5, 12" × 18" – $5^1/_2$" × $8^1/_2$"

❖ **Paper weight:**
60 – 163g/m^2, 16.0 – 43.6 lb.

❖ **Stack Capacity:**
250 sheets

❖ **Dimentions:**
418 × 446 × 128mm, 16.47" × 17.57" × 50.40"

❖ **Weight:**
3.3kg, 7.29 lb.

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Shift Sort Tray

❖ **Paper capacity:**
250 sheets (A4, $8^1/_2$" × 11" or smaller) (80g/m^2, 20 lb.)
125 sheets (B4, 8" × 13" or larger) (80g/m^2, 20 lb.)

❖ **Power consumption:**
3.6 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H)**
430 × 372 × 148 mm, 17" × 15" × 6"

❖ **Weight:**
Approx. 1.6kg, 3.5 lb.

Duplex Unit

❖ **Paper size:**
A3, B4, A4, B5, A5, 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8 1/2" × 11", 8" × 13", 8 1/2" × 13", 8 1/2" × 14", 8 1/4" × 13", 11" × 17", 8k, 16k

❖ **Paper weight:**
60 – 105g/m², 16 – 28 lb.

❖ **Power consumption (Max):**
35W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
121 × 479 × 510mm, 4.8" × 18.9" × 20.1"

❖ **Weight:**
Approx. 6kg, 13.3 lb.

Internal tray 2 (1 bin tray)

❖ **Number of bins:**
1

❖ **Available paper size:**
A3, B4, A4, B5, A5, B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 10 1/2" × 7 1/4", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 5 1/2" × 8 1/2", 8k, 16k, 3 7/8" × 7 1/2", 4 1/8" × 9 1/2", C5 Env, C6 Env, DL Env

❖ **Paper capacity:**
125 sheets (80g/m², 20 lb.)

❖ **Copy paper weight:**
60 – 105g/m² (16 – 28 lb.)

❖ **Maximum power consumption:**
Less than 0.5 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
530 × 435 × 120mm, 20.9" × 17.1" × 4.7"

❖ **Weight:**
Approx. 1.1 kg, 2.5 lb.

Note

❒ Specifications are subject to change without notice.

Bypass Tray

❖ **Paper size:**

- Standard size: A3□ – A6□, 12" × 18"□ – $5^1/_2$" × $8^1/_2$"□□
- Custom size: Vertical (90.0 – 305.0mm, 3.55" – 12.00"), Horizontal (148.0 – 457.2mm, 5.83" – 18.00")

❖ **Copy paper weight:**
60 – 163g/m^2, 16 – 43.6 lb.

❖ **Dimensions (W × D × H):**
310 × 380 × 275mm, 12.4" × 15.2" × 11"

❖ **Paper capacity:**

- 60 – 90g/m^2, 16 – 20 lb: 100 sheets

❖ **Weight:**
Approx. 3kg, 6.6 lb.

Large Capacity Tray (LCT)

❖ **Paper size:**
A4□, $8^1/_2$" × 11"□

❖ **Paper weight:**
60 – 105g/m^2, 16 – 34 lb.

❖ **Paper capacity:**
2,000 sheets (80g/m^2, 20 lb.)

❖ **Power consumption**
Maximum. 30 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H, option unit):**
540 × 600 × 270mm, 21.3" × 23.6" × 10.6"

❖ **Weight:**
Approx. 25 kg, 55 lb.

Note

❒ Specifications are subject to change without notice.

Paper tray unit

❖ **Copy paper weight:**
60 – 128g/m^2 (16 – 34 lb.)

❖ **Available paper size:**
A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 13"□, $8^1/_2$" × 11"□□, $8^1/_4$" × 13"□, 8" × 13"□, $7^1/_4$" × $10^1/_2$"□, $5^1/_2$" × $8^1/_2$"□, 8k□, 16k□□

❖ **Maximum power consumption:**
Less than 30 W (power is supplied from the mainframe)

❖ **Paper capacity:**
500 sheets (80g/m^2, 20 lb.) × 2 trays

❖ **Dimensions (W × D × H):**
540 × 600 × 270mm, 21.3" × 23.6" × 10.6"

❖ **Weight:**
Approx. 25 kg, 55.2 lb.

Note

❒ Specifications are subject to change without notice.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Tray 1, 2	60-105g/m^2 (16-28 lb.)	A3, B4, A4, B5, A5, 8 1/2" × 11"	A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"	250 sheets
		*1 A5, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8k, 16k	*1 A3, B4, A4, A5, A6, 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8k, 16k	
		*2 Custom size Vertical: 100.0-297.0 mm Horizontal: 148.0-432.0 mm	*2 Custom size Vertical: 3.94"-11.69" Horizontal: 5.83"-17.00"	
	Thick paper *8 106-163g/m^2 (28.3-43.5 lb.)	A3, B4, A4, B5, A5, 8 1/2" × 11"	A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"	50 sheets
		*1 A5, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8k, 16k	*1 A3, B4, A4, A5, A6, 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8k, 16k	
		*2 Custom size Vertical: 100.0-297.0 mm Horizontal: 148.0-432.0 mm	*2 Custom size Vertical: 3.94"-11.69" Horizontal: 5.83"-17.00"	
	OHP transparencies *8	A4 *1		20 sheets
Paper tray unit (option)	60 - 105g/m^2 (16-28 lb.)	A3, B4, A4, B5, A5, 11" × 17", 11" × 8 1/2"	A3, A4, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 8 1/2" × 5 1/2"	500 sheets × 2
		*1 B5, A5, 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8k, 16k	*1 B4, A4, B5, A5, 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8k, 16k	

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Paper tray unit (option)	60 - 105g/m^2 (16-28 lb.)	*2 Custom size Vertical: 148.0 - 297.0 mm Horizontal: 148.0 - 432.0 mm	*2 Custom size Vertical: 5.83" - 11.69" Horizontal: 5.83" - 17.00"	500 sheets × 2
Bypass Tray (option)	60-105g/m^2 (16-28 lb.)	A3, A4, 8" × 13", A5	11" × 17", 8^1/$_2$" × 11", 5^1/$_2$" × 8^1/$_2$"	100 sheets
		*3 B4, A4, B5, A5, B6, A6, 11" × 17", 8^1/$_2$" × 14", 8^1/$_2$" × 11", 5^1/$_2$" × 8^1/$_2$", 7^1/$_4$" × 10^1/$_2$", 8^1/$_2$" × 13", 8^1/$_4$" × 13", 12" × 18", 8k, 16k	*3 A3, B4, A4, B5, A5, B6, A6, 8^1/$_2$" × 14", 8^1/$_2$" × 11", 8^1/$_2$" × 5^1/$_2$", 7^1/$_4$" × 10^1/$_2$", 8" × 13", 8^1/$_2$" × 13", 8^1/$_4$" × 13", 12" × 18", 8k, 16k	
		*4 Custom size Vertical: 90.0-305.0 mm Horizontal: 148.0-457.2 mm	*4 Custom size Vertical: 3.55"-12.00" Horizontal: 5.83"-18.00"	
	Thick paper *9 106-163g/m^2 (28.3-43.5 lb.)	A3, A4, 8" × 13", A5	11" × 17", 8^1/$_2$" × 14", 8^1/$_2$" × 11", 5^1/$_2$" × 8^1/$_2$"	30 sheets
		*3 B4, A4, B5, A5, B6, A6, 11" × 17", 8^1/$_2$" × 14", 8^1/$_2$" × 11", 5^1/$_2$" × 8^1/$_2$", 7^1/$_4$" × 10^1/$_2$", 8^1/$_2$" × 13", 8^1/$_4$" × 13", 12" × 18", 8k, 16k	*3 A3, B4, A4, B5, A5, B6, A6, 8^1/$_2$" × 14", 8^1/$_2$" × 11", 8^1/$_2$" × 5^1/$_2$", 7^1/$_4$" × 10^1/$_2$", 8" × 13", 8^1/$_2$" × 13", 8^1/$_4$" × 13", 12" × 18", 8k, 16k	
		*4 Custom size Vertical: 90.0-305.0 mm Horizontal: 148.0-457.2 mm	*4 Custom size Vertical: 3.55"-12.00" Horizontal: 5.83"-18.00"	
	Translucent paper *7	A3, A4		50 sheets *5
	OHP transparencies *9	A4 *3		50 sheets *5
	Label paper (adhesive labels)	B4, A4		1 sheet
	Envelope *3	3^7/$_8$" × 7^1/$_2$", 4^1/$_8$" × 9^1/$_2$", C5 Env, C6 Env, DL Env		–
Large Capacity Tray (LCT) (option)	60-105g/m^2 (16-28 lb.)	A4, 8^1/$_2$" × 11" *6		2000 (1000 + 1000) sheets

*1 Select the paper size in System Settings. ⇒ p.65 “Tray Paper Size: (Tray 1–4)”
*2 Specify the paper size. ⇒ p.65 “Tray Paper Size: (Tray 1–4)”
*3 Place the paper in the bypass tray, and select the paper size. ⇒ “Copying from the Bypass Tray” in Copy Reference
*4 Place the paper in the bypass tray, and specify the paper size. ⇒ “Copying from the Bypass Tray” in Copy Reference
With paper longer than 457mm, misfeeds, jams and creasing is more likely. Make sure paper is placed correctly so that it is fed straight.
*5 It is recommended to place one sheet at a time.
*6 The paper tray fence is immovable. If you wish to change the size of paper placed in this tray, contact your service representative.
*7 When loading translucent papers, set the paper direction along its recommendation.
*8 Select the paper type in System Settings. ⇒ p.66 “Paper Type:Tray1–4”
*9 Select the paper type in System Settings. ⇒ p.66 “Paper Type:Bypass Tray”, “Copying from the Bypass Tray” in Copy Reference

Important

❒ If you use damp or curled paper, a misfeed may occur.

Note

❒ When loading paper, make sure the stack height does not exceed the lower limit mark of the paper tray. ⇒ p.102 “Loading Paper”

❒ When loading copy paper in the paper tray 1-4 and the large capacity tray (LCT), place the copy side of the paper face up.

❒ When printing on paper less than 90g/m^2(24lb.), select **[Thin]** in the control panel. When printing on paper between 90 to 105g/m^2(24 to 28lb.), select **[Normal]** in the control panel. ⇒ p.130 “Changing Paper Thickness Settings”

❒ When using thick paper, the machine may produce a different sound.

❒ When loading copy paper in the bypass tray, place the copy side of the paper face down.

❒ When you use the bypass tray, it is recommended to set the copy paper direction to ▭.

❒ When you load the OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper direction to ▯ and select A4▯, 8$^1/_2$"×11"▯ as paper size, ⇒ p.65 “Tray Paper Size: (Tray 1–4)”, “Copying from the Bypass Tray” in Copy Reference.

❒ When you use OHP transparencies, shuffle them for each use. If you store the sheets in the tray, they may adhere and may cause feeding problems.

❒ If multiple-sheet jams occur, load the paper sheet by sheet.

❒ Envelopes should be fed using the bypass tray.

❖ **When copying onto envelopes**

- Be sure to set the size of the envelope before copying. For details, see “When Copying onto Envelopes” in the Copy Reference.
- If you are printing onto the envelope from the printer driver, set the size of the envelope from the printer driver.
- When you are copying or printing on envelopes, select “Thick Paper” for the paper type.

- The minimum vertical length of envelopes that can be loaded is 140 mm, including opened flap.
- Do not print on both sides.
- Do not stack more than 10 envelopes in the output tray.
- Do not use double-flapped envelopes.
- Do not use envelopes with released tabs attached to the sealed part.
- Some kinds of envelopes might wrinkle or the print quality may be affected, especially on overlaps.
- Load envelopes bottom side first and flaps open.
- Before loading envelopes, flatten opened flaps.

❒ If you load paper of the same size in the same direction in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching.) This saves interrupting a copy run to replenish paper when making a large number of copies.

❒ The paper types you can select in System Settings are only general classifications. The copy quality for every kind of paper in a classification is not guaranteed. See ⇒ p.147 "Non-recommended Paper" for more information.

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Important

❒ To prevent faults, do not use any of the following kinds of paper:

- Papers for inkjet printers
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed-edge paper

❒ Do not use paper that is meant for an inkjet printer or it may stick to the Fusing Unit and cause a paper misfeed.

❒ Do not copy onto a side that already has copy on, or a fault might occur.

Note

❒ To prevent misfeeds, do not use the following kinds of paper:
- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper with little stiffness
- Paper with a dusty surface

❒ If you copy onto rough grain paper, the image might be blurred.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:
- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Do not store paper vertically.

❒ Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in a vinyl bag.

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Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- **| means POWER ON.**
- **O means POWER OFF.**
- **⏻ means STAND BY.**

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